**Administrative, Educational, and Student Support (AES) Unit Review Template**

# Date Submitted to Office of Academic Affairs: Unit:

Chair and Members:

1. Unit Mission, Goals, and Outcomes
   * *List unit mission*
   * *List 2-3 unit goals*
   * *For each goal statement, list 2-3 measurable, specific outcomes*

# Results of outcomes

* + *Adequacy of resources in areas such as operating budget, facilities, equipment, and personnel*
  + *Discuss results of outcomes including description of the data you reviewed*
  + *Discuss key findings*

# Conclusion and Recommendations

* + *Discussion of unit strengths and weaknesses*
  + *Discussion of recommendations*
  + *Areas for improvement and a plan for the future based on evidence gathered*
  + *Request for additional resources/support necessary to meet future goals*
  + *Response to external review, including effectiveness of process and recommendations for improvement.*