Support Unit Review Illustration

Assessment and Collection of student fees (tuition, room & board) and registration

Background

• This model illustrates the interaction of leadership with their units, CSS and IR&P in a process that would begin late Spring quarter and be completed prior to the beginning of the following Winter quarter.

Process

Vice Presidents, in collaboration with CSS/SFC, develop a schedule for unit and functional reviews. Vice Presidents may appoint an individual from each unit to oversee review for their area.

• Unit orientation: CSS/SFC and IR&P meet with units and VP/appointee to join to help shape review and develop issues.

• Coordination and management of program review process: IR&P provides updates to VP, collaborates with and supports the unit directly on the self-study process, external panel selection, and visit planning and logistics. CSS/SFC will meet with external panel during visit. IR&P will help to collect information through surveys, focus groups, etc.

• Action steps & annual budget: External report distributed to VP, Unit and CSS/SFC via IR&P. VP, Unit, CSS/SFC and IR&P will meet to discuss substance of action plan. Unit submits action plan to VP for approval. Approved plan goes from VP and on to SFC. CSS/SFC evaluates budget requests in light of progress on action plans.