


**PROPOSED ADMINISTRATIVE UNIT REVIEW SCHEDULE (Fall 2018 – Spring 2020)**

<p><b><u>Fall 2018</u></b>  Virgin Gorda Center  Student Success Center (including Health Services)  Workforce Training Unit (Dean’s Office, CPDCE, CMI, IPCD, STCW) Facilities,  Building and Grounds</p>
<p><b><u>Spring 2019</u></b>  Learning Resource Center and Bookstore  Office of Auditorium Events, Public Relations, and Marketing (including Multimedia Services, Desktop Publishing)  Information Technology Department  Fiscal Services Department</p>
<p><b><u>Fall 2019</u></b>  Virgin Islands Studies Department  Office of the Dean of Arts, Sciences, and General Studies  Registrar and Enrollment Management Office Human  Resources Department</p>
<p><b><u>Spring 2020</u></b>  President’s Office (including Fundraising and Grants Planning/Management)  Office of Planning and Institutional Research Vice President’s Office</p>

**PROPOSED TIMELINE FOR ADMINISTRATIVE UNIT REVIEW**

<b>Task</b>	<b>Person Responsible</b>	<b>Deadline to Complete Task (Fall Start)</b>	<b>Deadline to Complete Task (Spring Start)</b>
Completion of Self-Study Report	Unit Head	December 31	April 31
Office of Planning and Institutional Research Feedback	PIR Director	January 15	May 15
Completion of Evaluation Report	Unit Head	February 15	June 15
Submission of Self-Study and Evaluation Reports to IEC	PIR Director	March 01	July 01
Completion of IEC Report	IEC Chair	April 01	September 30
President’s Cabinet Recommendations	President	May 01	October 31
Development of an Action Plan	Unit Head	June 01	November 31

Implementation of Recommendations and Progress Report	Unit Head	Periodic	Periodic
	<b>H. LAVITY STOUTT COMMUNITY COLLEGE ADMINISTRATIVE UNIT REVIEW SELF-STUDY REPORT</b>		

<b>Academic Year:</b> <b>Unit Name:</b> <b>Unit Leader:</b> <b>Unit Review Team:</b> <b>Date Self-Study Report is submitted:</b>
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**1. UNIT OVERVIEW**

<b>Unit Mission:</b>
<b>Unit Goals:</b>
<b>Explain how the unit’s mission aligns with the College’s mission.</b>
<b>How does the unit’s mission support the current institutional priorities?</b>
<b>How has the purpose of the unit changed in the past five years?</b>
<b>How do you expect the purpose to change in the next five years?</b>
<b>What are the unit’s current strengths, opportunities, and challenges?</b>

**2. STAFFING AND ORGANIZATIONAL STRUCTURE**

<b>Describe the staffing and organizational structure of the unit. Attach an organizational chart of the unit with every employee identified by title, name, and workload including a brief (no more than 5 bullets) list of the primary duties carried out by each employee on the chart.</b>
<b>How does this staffing and organizational structure impact the unit’s ability to fulfill its mission and goals?</b>

<b>What steps can be taken to improve the unit’s organizational efficiency within its current budget?</b>
<b>What changes in the staffing and organizational structure are needed to make this unit more effective?</b>

**3. PROGRAMS AND SERVICES**

<b>What are the unit’s primary program and/or service offerings?</b>
<b>How do these programs and/or services support the unit’s and the College’s mission?</b>
<b>What programs and/or services currently offered by the unit are not central to the unit’s primary purpose?</b>
<b>How do you identify and measure demand for the unit’s programs and/or services?</b>
<b>Is there any overlap or duplication of programs and/or services with other units within the college? If so, how could these be addressed?</b>
<b>How do you identify and measure the quality of the unit’s programs and/or services?</b> <i>Attach user satisfaction data and/or other relevant user data along with a list of the top benchmarks used to assess quality.</i>
<b>How have the results of assessment been used to improve the unit’s effectiveness? Provide specific examples from prior assessment activities carried out by the unit.</b>
<b>Describe the successes and difficulties the unit has faced in relation to its assessment of its programs and/or services.</b>
<b>What were the major accomplishments (or strengths) of the unit during the last five years?</b>
<b>What are the changes the unit needs to undertake to make its operations and services more effective?</b>

**4. FACILITIES, TECHNICAL INFRASTRUCTURE, AND OTHER RESOURCES**

<p><b>How do the size, type and/or quality of the unit’s current physical space affect the unit’s ability to fulfill its mission and support its programs and services?</b></p>
<p><b>Describe the information technology that is available to the unit and its effect on the unit’s ability to fulfill its mission and support its programs and services.</b></p>
<p><b>In what ways can this unit continue to improve the quality of its programs and/or services within existing resources?</b></p>
<p><b>What is the greatest resource need for the unit? If the unit gained this additional resource, what would the expected outcome be? Be specific and provide expected timelines, as appropriate.</b></p>
<p><b>What evidence is there to demonstrate that the unit is innovative and cost effective in its use of resources?</b></p>
<p><b>How do you identify and measure the cost effectiveness of this unit? Include any relevant benchmarks. <i>Attach a spreadsheet outlining revenues/resources generated and expenses incurred, including salaries, for the unit for the past three years.</i></b></p>
<p><b>Identify any potential external funding opportunities that could be pursued by this unit?</b></p>

<p><b>Describe the operational planning process used by the unit.</b></p>
<p><b>Who are the key participants in the planning process?</b></p>

What are the unit's short- and long- term goals? *Attach an Action or Improvement Plan*

**5. OUTREACH AND COLLABORATION**

Describe the key collaborative relationships that your unit is involved in and explain how these partnerships strengthen its capacity to improve and advance the quality of services and programs provided, and enhance greater operational efficiencies for the unit.

How effective is information flow from this unit to other units on campus? Identify any areas where difficulties in communication could be improved.

How does your unit make data and information effectively and efficiently available to faculty, staff, students, and/or prospective students?

What are the unit's strengths and weaknesses in outreach and collaboration?

What changes in your outreach and collaboration are needed to make this unit more effective in accomplishing its mission?

What changes in your outreach and collaboration are needed to make the college more effective in accomplishing its mission?

**6. OPERATIONAL PLANNING**

**7. OTHER INFORMATION OF SIGNIFICANCE TO THE UNIT**

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