

Preliminary Review of the Support Unit Review Process: Revisions 2007-2008

A preliminary evaluation of the Support Unit Review process prompted changes to clarify procedural elements and reporting expectations. Further emphasis was given to the ways in which administrative units contribute to student learning and success by expanding upon this element throughout the review process. In addition, during spring 2008, the Academic Senate, with approval by the President, modified the Support Unit Review process to clarify the process for the selection of faculty to serve on review teams (i.e., the faculty select the faculty representatives).

As a result, the working manual provided by the Provost at the annual Support Unit Review workshops was revised to provide greater clarification and assistance in the completion of the Support Unit Review process. A summary of refinements is provided below. A more formal evaluation of this review process will be conducted at the completion of the next review cycle.

Phase 1: Self Study

1. Expanded timeline
2. Clarified responsibilities through self study checklist
3. Revised self study instructions and possible questions

Phase 2: External Review

1. Clarified faculty selection of faculty representatives on external review teams
2. Revised timelines
3. Created external review checklist
4. Added external review instructions
5. Established external review team suggestions and approval process
6. Added possible template for external review

Phase 3: Executive Summary

1. Clarified the process of writing and approval of executive summary
2. Clarified development of strategic implementation plan
3. Created a template for electronic posting of executive summary