

Administrative Department Self-Study

Department self-study serves as a form of assessment of priorities, practices, and activities. The self-study is designed to be similar to the academic department self-study. However, the external review is replaced by a benchmarking exercise. Departments are encouraged to engage in a self-study every eight years or as directed by the divisional vice president.

Outcomes:

1. Review and revise, as needed, department mission and goals in relation to the College's Strategic Plan, Goals for Student Learning and Development as well as divisional priorities.
2. Write a self-study that reflects on the current strengths, areas for improvement and opportunities within the department.
3. Engage in benchmarking exercise to review best practices, staffing models and future directions of department function.

Outline

1. Executive summary
2. Introduction to the administrative department
 - a. Mission and Goals
 - b. Organizational Structure
 - c. Budget
 - d. Staffing
 - e. Metrics used to determine success of meeting goals
 - f. How Goals are aligned with institutional priorities
3. History of changes to the department since previous self-study
4. Overview of results of benchmarking exercise
5. Discussion of department strengths, areas for improvement and opportunities
6. Recommendations for the future including staffing, resources, equipment, or other support