

# COLLEGE AREA REVIEW ADMINISTRATIVE REVIEW REPORT AND RECOMMENDATIONS\_18

NAME OF UNIT:

DATE:

**Instructions:** This form is designed to facilitate the analytical self-evaluation of your administrative units and should reflect the consensus of the unit's members. It is intended to provide a broad overview of the unit's current situation, how the unit serves the College's mission and initiatives, and how your unit assesses its effectiveness. It is most advantageous that you present the breadth and depth of your unit in a concise and understandable fashion. You may adjust spacing where necessary, however, limit your report to 10 pages. Any additional documentation may be added in the appendix. The appendix should be limited to 5 pages.

## PART ONE: OVERVIEW AND MISSION

1. Briefly describe the unit's mission.
  
2. What major functions or services do you provide to the College?
  
3. Using the table below, list the unit's goals, check the MC 2020 strategic theme(s) related to the goal, and provide the status of any initiatives taken to support the theme(s), where applicable. *(These initiatives should include but are not limited to the MC 2020 FY14-FY20 initiatives assigned by the President's office or any other initiatives related to your goals assigned by your senior vice president.)*

Unit Goals	Check all MC 2020 Strategic Themes related to this goal	Assigned MC 2020 Initiatives and Status
1.	<input type="checkbox"/> Educational Excellence <input type="checkbox"/> Access, Affordability, and Success <input type="checkbox"/> Economic Development <input type="checkbox"/> Community Engagement <input type="checkbox"/> Assessment and Institutional Effectiveness	
2.	<input type="checkbox"/> Educational Excellence <input type="checkbox"/> Access, Affordability, and Success <input type="checkbox"/> Economic Development <input type="checkbox"/> Community Engagement <input type="checkbox"/> Assessment and Institutional Effectiveness	

3.	<input type="checkbox"/> Educational Excellence <input type="checkbox"/> Access, Affordability, and Success <input type="checkbox"/> Economic Development <input type="checkbox"/> Community Engagement <input type="checkbox"/> Assessment and Institutional Effectiveness	
4.	<input type="checkbox"/> Educational Excellence <input type="checkbox"/> Access, Affordability, and Success <input type="checkbox"/> Economic Development <input type="checkbox"/> Community Engagement <input type="checkbox"/> Assessment and Institutional Effectiveness	
5.	<input type="checkbox"/> Educational Excellence <input type="checkbox"/> Access, Affordability, and Success <input type="checkbox"/> Economic Development <input type="checkbox"/> Community Engagement <input type="checkbox"/> Assessment and Institutional Effectiveness	

4. Which campus units or departments are most impacted by your services? Which campus units or departments most impact how you deliver your services to the College? *(Please provide an organizational chart of your unit.)*

## PART TWO: EFFECTIVENESS OF SERVICES

Using at least three of the unit's goals identified in Part One, collect data to examine how well the unit is accomplishing its goals and report the information in the table below. *(If the unit has already collected data to examine its goals within the last 12 months, provide the information in the table below.)*

	Goal	Outcome <i>Related to your goal – what do you wish to assess? What are the intended results of your goal?</i>	Tool or Measure <i>What instrument(s) are you using to measure your success? (e.g., surveys, interviews, focus groups, completion times, counts)</i>	Benchmark <i>What is the identified/determined minimum result, target, criterion, or value that will represent success for achieving this outcome?</i>	Results or Findings <i>What did you find from using your assessment measurement? Did it meet your standards of performance or given benchmark?</i>	Next steps <i>What are your planned actions based on results? Using what you found, what will you do next? Craft recommendation(s) for next step and add to part six.</i>
1.						
2.						
3.						

## PART THREE: BENCHMARKING OF SERVICES

### PART A: BENCHMARKING

Use this section to explore how this unit's services and offerings compare to similar functions at other peer institutions. Using the Montgomery College list of peer institutions provided, contact three peer institutions and determine how "like" services are executed (performed). Provide the information below. *(Unit have the option of select other institutions and information can also be gathered from best practices of related professional association. If so, provide the name of national professional association and or publication of best practices and information gathered below.)*

	Name of Institution, Contact Person, and Position Title	Services Performed <i>What benchmark question did you ask? What services performed in the unit did you use as a comparison to benchmark?</i>	Findings <i>How are the services different or the same and why?</i>
1.			
2.			
3.			

### PART B: NEXT STEPS

Are there any suggested recommendations related to these findings for your unit?

## PART FOUR: COST AND RESOURCES

- Examine the use of unit resources to operate efficiently and effectively without adding additional staff. Provide suggestions where the unit could be more efficient and effective given the current resources.

## PART FIVE: SWOT ANALYSIS

Using the information collected above, examine the strengths, weakness, opportunities, and threats of the unit. Provide the information in a bulleted list in the box below.

- Strengths: What areas does the unit excel? What are the advantages of the unit? What do others see as the unit's strengths?
- Weakness: What areas does the unit not perform as desired? What is not functioning as well as it could? List any risks, needs, and demands for services that the unit cannot currently meet.
- Opportunities: What factors are present that enable the unit's future success?
- Threats: What external factors, to the College, if any, impact your future success?

Strengths:	Weakness:
Opportunities:	Threats:

Provide a brief explanation below to each question:

1. How can we use our strengths to take advantage of the opportunities identified?
2. How can we use these strengths to overcome the threats identified?
3. What do we need to do to overcome the identified weaknesses in order to take advantage of the opportunities?
4. How will we minimize our weaknesses to overcome the identified threats?

## PART SIX: RECOMMENDATIONS AND FUTURE ACTIONS

Using the information gathered from the previous questions, develop recommendations that will be implemented over the next five years. *Please note: Next steps or planned actions from PART TWO and THREE automatically become part of the recommendations for the next five years and should be listed below. Justification for all listed recommendations should be evident in the report. Justification for all listed recommendations should be evident in the report.*

Recommendations	Rationale*	Source**	Responsible Person and Estimate Date of Completion	Budget Cost	Unit Administrators Comments	Senior Leadership Comments	CARC Comments
1.							
2.							
3.							
4.							
5.							

\* Provide a brief explanation/justification for the recommendation.

\*\* Indicate source of recommendation: (S) Staff, (H) Unit Administrators, (C) College Area Review Committee, and (X) Executive Comments(SVP).

*Signatures and Date:*

Unit Administrator: \_\_\_\_\_

Senior Leadership: \_\_\_\_\_