

## **Administrative Department Review**

### Section 1 – Department Introduction and Overview

- a. Department Mission and/or Goals (and alignment with college’s mission and goals)
- b. General Overview (May include a summary of the department structure, goals, community metrics, challenges and opportunities)

### Section 2 – Areas of Operation

- a. Operations Overview
- b. Events and/or Activities
- c. Collaboration Details (External Collaboration and/or Articulation Agreements/Partnerships) if Applicable

### Section 3 – Outcomes

- a. Departmental Outcomes
- b. Departmental Plan(s) (if applicable)
- c. Links to Strategic Plan

### Section 4 – Assessment of Department Outcomes

- a. Assessment Data collected in review period
- b. Summary and Explanation of findings
- c. Recommendations based on findings

### Section 5 – Staff

- a. Department Staffing Structure (may include department organizational chart)
- b. Job Descriptions / Staff Credentials
- c. Employee onboarding, evaluation and cross training
- d. Professional Development (including courses, webinars, research, publications, conference attendance and presentations)

### Section 6 – Budget

- a. Overview of department discretionary budgets for years covered in review
- b. Explicit links to assessment data and strategic plan

### Section 7 – Summary of Accomplishments and Future Plans

May include implementation of previous Department Review recommendations (if applicable) – specific challenges and accomplishments, planned changes based on findings, upcoming goals, and targeted implementations for continuous improvement.