

Comprehensive Review - Self Study Report Template

Self Study Report Template- A digital version for completion can be found in Taskstream.

Comprehensive Review

Unit:

Type: [Administrative or Student Success]

Unit Director/Supervisor:

Chair of Self-Study Committee:

Person(s) Responsible for Preparing the Self-Study:

Submission Date

Executive Summary

Please provide an overall summary of the Self-Study report and identify strengths as well as priority recommendations.

1. Introduction & Unit Profile

The Self-study should begin with a brief history and overview of the unit as well as the current status in order to establish the appropriate background and context for review. Include any unique and distinguishing characteristics of the unit or programs it offers. In providing this narrative, the authors should assume that the readers are not familiar with the Institution so that adequate context is available in order to effectively evaluate the unit.

The introduction and overview should include the following:

- a. Unit Mission/Goals – consider review of and revision, as appropriate*
- b. Contribution to overall institutional mission, vision, values and strategic plan*
- c. Unique and distinguishing characteristics of the unit*
- d. Societal need, demand for unit*

2. Unit Staff

The narrative in this section should provide a list and profile of the staff within the unit including their position and description of roles and duties, credential, full/part time, service to college and community, professional development activities. This section should include a narrative of

- a. Staff Qualification - the expertise and experience of the staff for providing the services and or programs of the unit*
- b. Opportunities and challenges related to current staff (composition, hires, expected retirements)*
- c. Backup and Succession Plans - Unit functions have appropriate backup plan*

Comprehensive Review - Self Study Report Template

3. Unit Clientele

This section should discuss the students, faculty, staff and others by type that the unit serves and the various needs of each population as appropriate.

- a. *Unit clientele - Students, faculty, staff, and others served*
- b. *Analysis of needs for clients served*

4. Unit Services

In this section, the day to day duties or services of the unit should be thoroughly discussed. This section should include innovations, new projects, new initiatives, and state, local or national efforts that the unit may be involved in. The unit services should include comparisons of services to peer institutions. This section should also include required functions of unit (description and status of compliance), including (as appropriate):

- a. *Unit specific duties, services, standards*
- b. *Required functions of the unit and compliance*
 - i. *Accreditation requirements*
 - ii. *State mandates*
 - iii. *Federal mandates*
- c. *Processes and for review of services provided and making changes*
- d. *Peer institutions and services offered*

5. Assessment

This section should provide detail on how the unit is assessed including assessment of services and staff and program effectiveness. Include all unit goals, objectives, outcomes and indicate how the unit is meeting or working towards meeting those outcomes. Prior assessment reports should be included in the appendix as applicable.

This section should include the following:

- a. *Assessment Process- Provide a brief overview of the unit's procedures and methods for assessment*
- b. *Using Assessment for Continuous Improvement - How results are used - summarize the results of recent outcomes assessment and summarize key actions that were taken or will be taken as a result of what was learned in the assessment; indicate how improvements are made to improve services and/or unit effectiveness and efficiency.*

6. Resources, Organization & Management

This section should discuss the resources of the unit in terms of leadership, organization, administrative efforts, equipment, work spaces, technology, supplies and support

The resources, organization and management section should include the following:

- a. *Leadership and Organization - Provide a narrative on the ability, adequacy and qualification of the unit leadership to plan and operate a coherent and effective unit. Indicate the organizational and reporting structure within the unit for decision making.*
- b. *Facilities, Equipment, and Supplies - Describe the current facilities, rooms, work spaces, etc. Indicate the adequacy of the space for an effective unit.*

Comprehensive Review - Self Study Report Template

- c. *Technology - Indicate the adequacy of computer, network, telecommunications, media technology, and other technology infrastructure for the unit.*
- d. *Fiscal Resources - Discuss the institutional or unit budget processes and cycle. Indicate the process for unit requests with regard to providing resources for effective functioning.*

7. Future Outlook

This section describes the outlook for the unit and future plans including plans for sustainability and growth. This section can also be used to address current concerns and issues as well as indicate how these will be addressed in the future.

The section should include the following aspects as appropriate:

- a. *Unit Viability and Sustainability - Discuss shifting trends, market forces and other future opportunities that might impact the unit, including anticipated changes and needs.*
- b. *Market trends for this type of unit in the higher education landscape (based on best practices, the literature or training received).*
- c. *Overall future plans of the unit*

8. Conclusion

The conclusion should tie all the above parts together and provide a succinct and final narrative on the strengths, difficulties and directions for opportunities and improvements. It should also include any major recommendations resulting from the self-study, along with justifications, resource needs, and suggested actions for implementation.

Appendices

Please include all relevant support documents for the Self-Study Report. Examples include but are not limited to:

- Staff CV
- Student Recruitment and Marketing Materials
- Program Documents: catalogs, brochures, manuals, policy and procedure statements
- Institutional Administrative Documents: statements about program purpose and philosophy
- Organizational charts, financial resource statements
- Assessment reports
- Research, Assessment, and Evaluation Data
- Staff Activity Reports: annual reports
- Prior self-study reports and external reviewer reports (if applicable)
- Survey Data (if applicable)