

Standardized Components (carried over year to year)

- 1) Area Description and Purpose
- 2) Mission Statement

Data Report:

Generated by the Office of Institutional Research. Will be made available in at least two ways:

- 1) Uploaded into Watermark
- 2) Emailed to Area Director, with AVP CC'd

Data Report Components:

- 1) Data of Usage of Non-Academic Area
- 2) Data Collection Processes
- 3) Budget Information

Analysis:

The Area Director(s) (with support from applicable staff and AVP) will complete the following sections in Watermark. These components should be completed **after** thoroughly reviewing the Data Report. This section is meant to be reflective and to identify the strengths of the area, but also the spaces for improvement (because only Mary Poppins is practically perfect in every day).

Analysis Components:

- 1) SWOT
- 2) Accreditation/Advisory Boards
 - a. Staff and Personnel
 - b. Area
- 3) Analysis Questions
 - a. **Data Review**
 - i. Assessment of Non-Academic Goals and Objectives
 1. How are you assessing your goals and objectives?
 2. How do you know they are being met?
 - ii. Weaknesses, Gaps, Concerns with Data Collection
 1. What are possible flaws in your data collection? Is there room for improvement?
 - iii. Assessment Results from End-Users
 1. Attach a sample survey or data collection tool here.
 2. Address deployment information (such as when you collect data and who is captured)
 3. Finally, what is your data telling you? Address the good, the bad, and the ugly here.
 - b. **Fiscal Institutional Support**
 - i. Describe the adequacy of the staffing level to accomplish organizational objectives at colleges and district office.
 - ii. How adequate and appropriate are departmental facilities and equipment? Please be specific about current deficiencies and projected needs
 - iii. Please describe area professional development activities

- iv. Are there specific fiscal needs that have not been previously identified? If yes, please specify. Provide information on how these needs impact overall student success rates.
- c. Communication**
 - i. Describe how your services are communicated and explained to students, faculty, and staff.
- d. Retention and Completion**
 - i. Explain how your service area impacts student retention and completion.
 - ii. How do your stated functions and services impact student learning & program outcomes?
 - iii. How does what you do align with or support the campus' strategic plan?
- e. Conclusions**
 - i. Based on the strengths and needs your area has identified as a result of this process, articulate priorities your area will address in the coming year.
 - 1. Area Improvement Goals (for next 5 years)
 - 2. Our priorities for the **coming year** are as follows: