

## **Student Affairs Unit Reviews, Summer 2016**

**As a context for our Unit Reviews from Dr. Laurie Nichols:**

As you complete your unit review, please focus on the following Guiding Principles

### **Stay True to our Mission:**

Minimal Impact on Student Success

Maintain Quality

Maintain Excellence

Preserve Statewide Presence

### **Core Essentials:**

Attract and Retain High Quality Employees

Protect Safety and Health

Maintain Physical Plant Essential Operations

### **Opportunities:**

Become More Efficient

Diversify Revenue Streams

Provide Transparency

### **FY 17 – Drive Efficiencies**

**FY 18 - Cost Savings:** from Unit Reviews & Strategic Enrollment Management Plan

### **Long-term Planning:**

University and Student Affairs Strategic Plan

New Residence Hall and Washakie Plan

**Student Affairs Unit Review Format (not to exceed 5 pages):**

*Significant Progress by June 21; Due July 19*

**Description of the Department:** Provide a brief overview of the department including the major programs and services; an organizational chart reflecting full and part-time staff; and a list of student employees/positions.

- a. Mission, Goals, and Strategic Plan:** Describe the department's mission and its major goals. In an appendix, provide the most recent version of the department's strategic plan or the documents created in the most recent strategic planning process.
- b. Programs and Services:** Provide the following:
  - i. General Description of the Program or Service.
  - ii. Target Audiences.
  - iii. Delivery and Marketing of Program or Service.
  - iv. Collaborative Efforts across the University or External Agencies.
  - v. Evaluation/Assessment Methods for Programs and Services.
- c. Resources:** Describe the budget, major resources and personnel for the department with narrative, charts and graphs.
  - i. Personnel: Include all personnel, full-time, part-time and student
  - ii. Funding and Budgets: Describe amounts and sources of funds (Specify section 1, 2, or 3)
  - iii. Critical Software
  - iv. Facilities: Briefly describe facilities overseen by unit
  - v. Fund Raising
  - vii. Other Resources
- d. Risk Management:** Describe the proactive system of identifying potential risks or hazards associated with departmental activities and events if pertinent.
- e. Compliance Considerations** (ADA, Title IX, other)

**f. Staff Development, Research, and Creative Activity:** This section focuses on the efforts of the department to support staff development.

**g. University Service, Community Service, and Outreach Programs**

**h. Diversity Initiatives**

**i. Other Efforts**

**Findings and Recommendations:**

a. Primary Strengths

b. Primary Challenges

c. Major Findings

d. Recommendations for Organizational Change and Efficiencies

**Other References**

**Cluster/Network Review Format (Not to exceed 3 pages):**

*Due July 26*

**Description of the Cluster/Network**

- a. Mission, Goals
- b. Organizational Chart & Structure
- c. Operations with Staffing Reductions/Changes
- d. Review/Expand Management Oversight
- c. Collaborative Opportunities – Internal and External

**Findings and Recommendations:**

- a. Primary Strengths
- b. Primary Challenges
- c. Major Findings
- d. Recommendations for Organizational Change and Efficiencies

**Appendices**