

Administrative Units Program Review Questions by Year

Year 1: Administrative Unit Foundation and Operations

Unit Description

1. What is the primary purpose and scope of this administrative unit?
2. What specific functions, services, and operations does this unit provide to the institution?
3. How has this administrative unit evolved since its inception or last comprehensive review?
4. What constituencies (students, faculty, staff, external stakeholders) does this unit primarily serve?
5. How does this administrative unit fit within the broader operational structure of the institution, and how does the unit support the Hartnell College mission?

Staffing Resources

1. What is the current staffing composition (administrators, classified staff, hourly workers)?
2. What are the qualifications and areas of expertise of current staff?
3. How adequate is the current staffing level to meet operational demands?
4. What professional development opportunities are available to unit staff? Please summarize the professional development activities employees in the unit have participated in, and the impact these activities have had.
5. How is staff workload distributed across core functions and responsibilities?

Facilities, Equipment, and Technology

1. What dedicated facilities does the service area utilize? How adequate are current facilities for achieving service outcomes?
2. What facility improvements would enhance service quality?
3. What specialized equipment and technology does the service area maintain? What is the current condition and expected lifespan of equipment and technology?
4. What equipment and technology needs are currently unmet? What is needed in order to maintain alignment with industry standards and practices?

Administrative Unit Outcomes (AUOs)

1. What are the administrative unit's defined outcomes?

2. How will administrative unit outcomes be measured and assessed?

Year 2: Administrative Review of Student Success Data (Instructional) and Service Usage (Service Areas)

Summary Report and Analysis

Year 3: Administrative Review of Program Completion (Instructional) and Service Outcomes (Service Areas)

Summary Report and Analysis

Year 4: Review of Summative Program and Service Area Assessments and Strategic Planning

Action Plan Assessment and Reflections

1. What progress has been made toward each goal during this review cycle?
2. Which strategies have been most or least effective, and what adjustments are needed?
3. Have the necessary resources and support been available and used effectively?
4. How is progress being measured and documented, and what does the data show so far?
5. How have the action plan efforts impacted student outcomes, equity, and institutional effectiveness?

Administrative Unit Outcomes Assessment Reflections

1. What assessment methods are used to evaluate AUOs?
2. What evidence demonstrates that AUOs are being achieved?
3. What trends have you seen in the AUO data over the past four years?
4. How will you use AUO assessment results to make changes and improvements?

Comprehensive Administrative Unit Impact Analysis

1. How does the administrative unit contribute to student access, equity, success, and completion?
2. What are the unit's major accomplishments over the past review cycle?
3. What operational challenges has the unit faced, and how were they addressed?
4. How has the unit's effectiveness changed over time based on key metrics?

5. How does the unit compare to similar units at peer institutions?
6. What strengths, weaknesses, opportunities, and threats (both internal and external) characterize the unit?
7. What changes would improve operational effectiveness in the unit?

Administrative Unit Health Assessment

1. How effective is the current organizational structure in supporting unit functions?
2. What innovative practices has the administrative unit implemented, and how effective were they?
3. What structural changes could improve operational effectiveness?
4. How effectively are current resources being utilized?
5. How effectively does the administrative unit coordinate with other institutional departments?
6. What professional development would enhance the effectiveness of the administrative unit?

Program and Service Value Assessments

Instructional :

1. What programs are students enrolled in, and how many students are in each program?
2. What programs are our students completing?
3. Among programs aligned directly to the workforce, what jobs do they lead to? Which pay a living wage, and which do not?
4. Among programs intended to lead students into a bachelor's program, which enable students to transfer in their major field of interest with no excess credits? Which lead to higher (and lower) levels of bachelor's attainment?
5. Based on post-completion outcomes, how many students are in high-value workforce or transfer pathways, and how many are in lower-value pathways?
6. Are specific groups (by gender, race/ethnicity, income, geography, age, or other factors) underrepresented in high-value programs or overrepresented in low-value programs relative to the college's student population and the community we serve?

Service Area :

1. What services are students utilizing, and how many students are utilizing these services?
2. Based on enrollment, retention, persistence, completion, transfer, and job placement outcomes, which services are the most high-impact?

3. Are specific groups (by gender, race/ethnicity, income, geography, age, or other factors) underrepresented in utilization of high-impact services, relative to the college's student population and the community we serve?
4. Are there areas of duplication?

Action Plans

1. What specific, measurable goals will the administrative unit pursue over the next review cycle? How will these goals advance institutional priorities?
2. What timeline and responsible parties should be assigned to each goal?
3. What resources will be required to accomplish these goals?
4. How will progress toward goals be measured and documented?
5. How will these action plans enhance the unit's contribution to institutional effectiveness?