

## SELF-STUDY ANALYSIS GUIDE

Unit  
Review Year

- I. **Mission**
  - a. State your unit mission statement and its alignment to the College's mission.
- II. **Goals/Standards**
  - a. Explain and evaluate how the unit goals/standards are being met/not met, including related evidence.
- III. **Assessment**
  - a. List core outcomes (student learning and development, operational performance, etc.) and the measures that are being used to assess each outcome.
- IV. **Student Profile**
  - a. If necessary, Academic Affairs will provide relevant data when available and appropriate (e.g. for academic departments/programs: students headcounts, graduates, credit hours generated, course sections, etc.).
- V. **Faculty/Staff Profile**
  - a. Provide a profile of the unit's full-time faculty and/or staff, part-time faculty and/or staff, and explain how the unit supports, counsels, mentors, and reviews junior faculty and/or staff. Attach a vitae or resume for all unit faculty or staff.
- VI. **Decision-Making & Communication**
  - a. Explain and evaluate the decision-making and communication process (related to budget, curriculum, tenure, promotion, etc.) within the unit and between the unit and other campus offices, programs, or departments.
- VII. **Resources**
  - a. Describe the adequacy of personnel and physical resources to achieve the unit's goals and objectives.
- VIII. **Review Summary**
  - a. Discuss major program strengths, weaknesses, and plans for addressing the identified weaknesses.

*Note: This outline may take a different form for: (1) academic units preparing for specialized accreditation; or (2) academic administrative units preparing for specialized review.*