

## **FVCC Non-Instructional Department Review Form**

Name of Department:

Name of Individual Completing the Review form:

Semester / Year Reviewed:

### **Review Summary**

Please provide a summary of the major findings of your self-study. Include a discussion of the most significant issues facing your department.

### **Department Overview**

1. List the main services that your department provides. Who are the primary customers for those services?
2. Provide a current organizational chart and describe the structure of your department, including an overview of the roles and responsibilities of your staff.
3. List any recent professional development opportunities and describe how your unit approaches professional development.

### **Needs**

Is your area currently in need of resources (i.e., space, equipment, budget, personnel)? If so, please describe.

### **Department Goals and Objectives**

1. List the broad goals that your department is working towards. For each of your goals, describe at least one specific objective that you are working to achieve. Please indicate how you will know the objectives have been accomplished.
2. Describe the alignment between your goals / objectives and FVCC's strategic plan and / or Core Theme objectives.

## **Closing the Loop**

1. Please discuss any recent changes in your department, and whether the changes have led to improved outcomes.
2. Discuss changes that you plan to make going forward. These may be projects that you plan to accomplish over a short (1-year) or longer (3-year) time frame. Include any obstacles that could impede necessary changes (i.e. policy or resource constraints) and any plans to address these obstacles.

## **Strategic Planning Council Feedback**

Commendations for the department:

Recommendations for the department, including follow-up dates:

SPC synopsis of the review for the Executive Staff.