

\_\_\_\_\_\_\_\_ Periodic Review

Covering the Years \_\_\_ to \_\_\_\_

Johnson College

3427 North Main Avenue, Scranton, PA 18508

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# Overview

Johnson College Administrative, Educational, and Student Support (AES) Units regularly undergo periodic reviews, including evaluation from external stakeholders. The purpose of the periodic review is to evaluate the alignment of the unit mission and goals with the College mission and goals, examine unit information and data to evaluate strengths and areas in need of improvement, demonstrate the use of data, and develop goals for the future. The AES Unit Periodic Review process includes four phases:

1. Review and analysis of data and discussions of issues and concerns to be addressed in the review report
2. Preparing the review report
3. Organizing the external reviewers
4. Preparing an action plan to be examined by the Strategic Planning Committee

The external review report is prepared by the external review committee. The external review committee is comprised of faculty and staff members. All members of the AES Unit work together to complete the review document in the fall of the academic year in which their review is scheduled. The external review committee evaluates the document in the spring and returns the analysis to the unit. AES Unit representatives will create an action plan to submit to the Johnson College Assessment Team (JCAT), which will then be passed along to and monitored by the Strategic Planning Committee.

## Role in the College Mission

* Mission Statement:
* Describe in detail how you measure your mission.

## Staffing

* Provide a summary of the current full-time and part-time staff, their academic preparation, professional experience and maintenance of current knowledge (including licensure, CEUs, and certifications if relevant). Current resumes/curriculum vitae for all staff can be attached as an appendix (*Appendix A*).
* Describe current job responsibilities within the department. Job descriptions can be attached as an appendix (*Appendix B*).
* Describe department members’ relevant professional development over the past five years. Attach personnel reports as appendix. (*Appendix C*).
* Services – Who does the unit serve and how?

Budget

* Provide a summary analysis of the program budget. Attach budgets and management reports (remove confidential information such as salaries). (*Appendix D*)
* Reach out to Finance to request a five-year budget summary for both operating and capital budgets.

## Progress on All Previous Goals

* List all goals and associated outcomes from the previous 5 years. Use the table to provide a brief synopsis.
* Attach copies of previous Annual Reviews (*Appendix E*)
	+ Include analysis, challenges, and comments
	+ Discuss the status of goals/objectives: Which have been met and how were they met? Which are ongoing and why? In other words, close the loop.
	+ To simplify, please use the table below to summarize the status on all goals/objectives over the past 5 years.

|  |  |  |
| --- | --- | --- |
| Unit Goal | Objective | Result |
|  |  |  |
|  |  |  |
|  |  |  |

## Review of Unit Performance

* Provide a summary analysis of relevant performance data *(Please contact Office of Institutional Effectiveness for assistance if needed):*
	+ Survey Results
	+ Internal tracking numbers
	+ Focus Group Results
	+ Sign-in sheets
	+ Photos or other evidence of event
	+ Any other data that is used to measure your goals/objectives.
* Describe any challenges or external factors that may have impacted the program performance.

## Resources

* Describe the current human, physical, and fiscal resources need to carry out the unit’s goals and objectives.
* Analysis of adequacy of current staffing
* Analysis of program’s physical resources
	+ *Facilities*
		- Are the facilities adequate for current programs / services?
		- Are the facilities clean and well maintained and sufficient?
		- Is lighting adequate?
		- Are there any safety hazards?
		- Are facilities accessible to students and faculty with disabilities?
		- Are the restrooms nearby and accessible for both genders?
	+ *Equipment*
		- Describe the equipment needed to fulfill the mission of the unit (if applicable)
		- What other equipment is needed for the unit? Why?
	+ *Materials*
		- Describe the materials needed to fulfill the mission of the unit (if applicable)
		- What other materials are needed for the unit? Why?
* Analysis of program’s sources of funding (if applicable)
	+ Include any previous or expected grants awarded to the unit

## Environmental Analysis *(You will need to do some research for this section – Google)*

* List any notable changes in student characteristics or demographics.
* Describe any changes in technology that have had, or will have, an impact on the unit.
* What are the top trends in the field or related fields, and how have they/will they be incorporated into the unit?
* What areas of collaboration, either internal or external, have been explored? What was the outcome?
* Are there any changes in government regulations or accreditation standards that will affect your department? Provide details.

# Planning

## Recommended Improvement Areas

* Based on data and the analysis provided, list areas of improvement where goals were not met or new priorities for the program are needed.
* Please provide SWOT analysis to address the following topics:
	+ Strengths
	+ Weaknesses
	+ Opportunities
	+ Threats

## 5 Year Strategic Plan

Institutional Goal:

Strategic Goal #1 for the Department:

Objective for Year 1:

Objective for Year 2:

Objective for Year 3:

Objective for Year 4:

Objective for Year 5:

 Measurement tool:

 Current benchmark:

Institutional Goal:

Strategic Goal #2 for the Department:

Objective for Year 1:

Objective for Year 2:

Objective for Year 3:

Objective for Year 4:

Objective for Year 5:

 Measurement tool:

 Current benchmark:

Institutional Goal:

Strategic Goal #3 for the Department:

Objective for Year 1:

Objective for Year 2:

Objective for Year 3:

Objective for Year 4:

Objective for Year 5:

 Measurement tool:

 Current benchmark:

(Add more if necessary.)

## Comments

* Provide additional comments or narratives not addressed in other areas that would be helpful for a full program assessment