



ADMINISTRATIVE UNIT PROGRAM PLAN 2013-14

1. Name of Unit: _____

2. Completed by (Writing Team): _____

3. List of staff/personnel in Unit with titles _____

4. Unit Mission. Describe the purpose of the unit, its objectives, goals and connection to the Mission of Cañada College.

5. Explain to what extent your Unit supports other programs and/or units at this institution. Please include any student and/or staff demographics relevant to your Unit and its purpose.

6. Assessment of last year's plan and the impact that your efforts had toward achieving your objectives and outcomes – and ultimately the mission of the institution.

7. Identify the sufficiency of the physical, financial and personnel resources available to support your unit this past year.

8. Unit Action Plan for 2013/14

9. Identify anticipated future changes and resource needs necessary to pursue your Action Plan. Respond to each area listed below and include any cost/budget estimates.

Personnel:

Professional Development:

Supplies & Equipment:

Facilities:

Other:

10. Administrative Unit Outcomes: List the administrative unit outcomes for the administrative dept/area.

11. Administrative Unit Outcome assessment

Assessment results:

Summary of dialogue about results:

12. Commentary: Other thoughts regarding your administrative unit you would like to be included in future planning or decision making