**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**