

Appendix C: Example Periodic Review Self-Study Template

A. Introduction, Mission, Goals, Outcomes¹¹ and the Unit's Role within the University.

Drawing on the unit's Annual Assessment Reports,

- 1) Define the unit's mission; what services are provided and to whom? How does the mission support the campus' mission?
- 2) List the unit's goals and outcomes with reference to the unit's "customers". The outcomes should describe the essential functions of the unit in a measurable way. Do they reflect the standards of a professional association?
- 3) Where are the mission and outcomes publicly available? Are they well aligned with the unit's mission?
- 4) Describe how the unit is organized and resourced. Is the unit organized and resourced to foster its outcomes?
- 5) Beyond the unit's mission and outcomes, in what ways does the unit contribute to the success of the campus and other units?

B. The Planning Processes of the Unit

How does the unit use the campus' mission or campus-wide strategic planning documents to make decisions, set priorities, plan strategically, and assess its functions and services?

C. Assessment Plan and Measurement of Outcomes.

Drawing on the unit's Annual Assessment Reports,

Describe how the unit assesses its performance in order to identify strengths and weaknesses and to improve performance. For each outcome identified in Section A above describe a) the measures/data that are used to determine how well the unit meets the outcome and, thereby, serves the needs of the customers; b) the intended level of performance with respect to these measures/data; c) how frequently data are gathered; and d) how frequently results are analyzed, conclusions drawn, and, as needed, improvements identified and enacted.

D. Progress on WASC-Related Action Items

Summarize the unit's contributions to addressing WASC-related action items identified in the most recent UC Merced Self-Study, WASC Visiting Team Report and WASC Commission Action Letter. For these materials, see accreditation.ucmerced.edu.

E. Special Issues to be Addressed

1) Has the unit been reviewed by a professional organization for accreditation, credentialing or similar purposes? If so, describe the outcomes and major conclusions of this review. 2) Address any additional assessment questions or steps specific to this unit and/or this periodic review, including those related to Institutional Assessment Initiatives, as relevant.

F. Evaluation of the Unit

1) Reflect on the methods and process used to assess the unit's outcomes detailed in Section C of this Appendix. Have they been effective? Have they or can they be improved? 2) Review the unit's

¹¹ For definitions, see Section A of Appendix A.

responses to Sections D through F of this Appendix and identify outstanding issues to be addressed. How will these be addressed, including the time table? 3) Describe changes the unit has made based on assessment results since the last periodic review and the impact of these changes on the delivery of services and/or the alignment of services with institutional priorities. 4) What support is needed to improve or develop the skills of the staff in the unit?