

Division of Student Affairs: Departmental Self-Study Report Outline

May 19, 2016

Introduction

The Division of Student Affairs is pleased to introduce the inaugural Departmental Self-Study Report for the 2015-2016 academic year. Each departmental report will help *'tell the story'* of the Division of Student Affairs at Utah State University. The internal self-study report is an opportunity for reflection, analysis, evaluation, and projection built around 10 specific lenses included in the list below. Beginning with a mission and history of each department, the report will utilize a series of narratives, descriptions, and data that will inform past, current, and projected efforts.

Self-Study Outline

- Mission & History
- Goals
- Program/Services
- Staffing & Training/Development
- Budget Narrative
- Facilities & Technology/Equipment
- Ethical Considerations and/or Professional Practices
- Completion/Retention
- Assessment & Evaluation
- Conclusion

These reports are intended to assess current opportunities and challenges of each department for the purpose of collaboration and continued improvement. They will also allow Division leadership to have the right information at the right time with university and state-wide decision makers. Additionally, these reports will provide improved understanding within and among departments thus building a greater understanding of the division for ourselves and our internal and external customers and stakeholders.

Final Report Deadline: August 1, 2016

No more than 10 pages, excluding appendices

Self-Study Section*	Assigned To	Writing Deadline	Review By	Final Due
Section 1: Mission & History				
What is the mission/history of your department?				
Provide the reader with an overall context of significant changes that would impact the reader's lens.				
Has your department experienced changes in: name, functions, reporting structure, etc.?				
Give a big-picture view of how the unit got to where it is today.				
Section 2: Goals				
What are the department's goals? Think of this in terms of last year (2015-2016) (optional if you do not have these), next year (2016-2017), and 3-5 years or longer-term.				
Set attainable goals with your team; address these 4 key questions in each goal.				
1. WHAT is the task to be accomplished?				
2. HOW will it be accomplished?				
3. HOW will it be MEASURED or EVALUATED and by WHOM?				
4. WHEN will it be completed?				
Section 3: Programs/Services				
Outline your department's different programs/services.				

Self-Study Section*	Assigned To	Writing Deadline	Review By	Final Due
Section 4: Staffing & Training/Development				
Discuss the way your office is organized.				
List the number of full time, part time, student workers, etc.				
Briefly outline the range of training/development.				
Include an Organizational Chart in Appendix A.				
Section 5: Budget Narrative				
Explain your budget in narrative form.				
Describe accounts and how they are spent/earned.				
Include a Financial Report from Business Services in Appendix B.				
Section 6: Facilities & Technology/Equipment				
Explain the physical space of your department.				
List the technology and/or equipment your department uses frequently including: computers, website, resources, equipment, etc.				

Self-Study Section*	Assigned To	Writing Deadline	Reviewed By	Final Due
Section 7: Ethical Considerations and/or Professional Practices				
Explain guidelines your office follows from your own policies to specific professional association guidelines, industry standards, etc.				
Section 8: Completion/Retention				
How does your department assist in retaining students and supporting their completion; either directly or as a contribution to overall student success.				
Section 9: Assessment & Evaluation				
Explain how you assess/evaluate programs, events, services, etc.				
Section 10: Conclusion				
Provide a brief summary of where your department is today and where you see it going in the future.				
Identify opportunities and challenges.				
Appendix A: Organizational Chart				
Appendix B: Financial Report				
Appendix C: Anecdotal Successes				
Sources (list any sources you used such as websites)				
Include data/graphics where applicable.				