Developing an Administrative Unit Plan

Developing a Vision for your administrative unit...

Developing a Mission statement for your administrative unit...

Identifying Goals for your administrative unit...

Identifying the Objectives of your administrative unit...

Designing your Performance Indicators...

Putting the Findings together

Drawing Conclusions...

Proposing Actions....

Step 1: Developing a Vision for your administrative unit...

A vision describes what you see as the ideal role of your administrative unit as a support service to the college mission.

Step 2: Developing a Mission statement for your administrative unit...

A mission statement briefly states the primary purpose of the administrative unit. It must be consistent with the college mission while reflecting the unique character of your administrative unit.

As you write your mission statement, consider the following:

- Specifically, what does your administrative unit do to fulfill the Peninsula College mission?
- What administrative/instructional areas does your unit support?
- What administrative areas support your unit?
- What is unique to your administrative unit?
- Remember your mission statement should flow from your vision. It will provide the rationale for your educational program.
Step 3: Identifying Goals for your administrative unit...

Goals define long-term “targets” that are likely to remain relatively constant over time:

- They are written in broad and general terms.
- They tend to be descriptive.
- They are the standards by which performance can be judged.

Step 4: Identifying the Objectives of your administrative unit...

Objectives are the specific, short-term and measurable ways that you reach your unit targets.

Things to remember about writing objectives:

- They need to be measurable.
- They help you to determine if you have reached each of your goals.

Step 5: Designing your Performance Indicators...

Indicators are used to determine whether you are reaching your goals & objectives. Indicators are methods and/or data points used to collect quantitative or qualitative information (e.g. ACT Student Opinion Survey, the Institutional Effectiveness Survey, feedback forms, etc).

- What do you need to know to determine whether you are meeting your goals & objectives?
- Where can this information be found?
- Who has this information?
- When should this information be collected?
- How will this information be collected?
- Which of the following indicators might be useful for your needs and why?
Step 6: Putting the Findings together

The Office of Institutional Research and Assessment (OIRA) is available to provide both guidance and technical assistance in the implementation of your performance indicators. Findings that result from performance assessment lead to analysis, interpretation, and conclusions.

Step 7: Drawing Conclusions...

Conclusions are the product of interpretation and evaluation of the findings. Conclusions represent the basis of subsequent action. Ask yourself what do the findings tell you? These conclusions will guide you as you revisit your mission, goals, objectives and indicators; they will form the foundation of your future planning.

Step 8: Proposing Actions... 

Planning encompasses strategic actions that reflect what you have learned, to ensure the ongoing improvement and effectiveness of your administrative unit. These activities could take the form of:

- **continuing** those things that are working well
- **modifying** those things that work well, but can work better
- **changing** those things that are not working well
- **introducing** new things that have yet to be tried.

Whatever action statements are proposed must be justified in terms of your indicators, findings and conclusions.