



Columbia Gorge Community College
Annual Department Review
Guidelines/Template (due September 1)

Purpose

Departmental review is an opportunity for department personnel to come together and evaluate progress toward yearly goals and, based on that progress, establish new goals for the coming year. It is primarily an internal activity meant to foster self-reflection, support thoughtful, evidence-based planning, and result in effective action. While departmental review provides documentation for external accountability, it is primarily an activity that is to be useful and beneficial to the department and college.

The *Annual Department Review* is conducted each summer; however, not all parts of the assessment are required every year. For example, the ten department operational functions (page 2) are assessed on a schedule that is aligned with the seven-year accreditation reporting cycle.

In the fall, after examining all department reviews, the Institutional Assessment Committee (IAC) creates a summary document highlighting general trends as noted across departmental data, recommendations, and “big dreams.” The committee’s review also provides an overview of institutional action and progress in the achievement of *Strategic Master Plan* (SMP) objectives. The IAC summary and original documents are forwarded to the Quality Council for greater dissemination and to provide assessment data and analysis for use in annual strategic planning and college-wide budget development. The IAC summary is posted to the IAC website.

This template provides a minimum set of standards on which departments should be assessing themselves. Following the template provides a common language and format that can be more easily understood across the college.

Section One: Description of the Department

Briefly describe the present composition of your department in terms of:

- A. Mission
- B. Services provided (Year 7 only; or in off years if there are significant changes, describe changes)
- C. Personnel (Year 2 and 7 only; or in off years if there are significant changes, describe changes)

Section Two: Action on Annual Goals & Analysis

List your goals/objectives for the year under review. These should be the goals from last year’s review or at least be reflective of those goals.

For each goal, please address the following:

- Describe what actions you have taken to achieve the goal.
- Analyze progress toward achievement of goal. Is the department satisfied with the progress?
- Describe any barriers that may be delaying progress. If barriers exist, can and how will the department overcome said barriers in order to achieve the goal in question?
- Determine if the goal has been met or will be ongoing in the coming year.
- Describe how the achievement of this goal aligns with current SMP objectives (identify specific SMP objective(s)) as well as broader Core Theme objectives and mission fulfillment.

Departmental issues that have arisen but are not related to the annual goals established at start of year:

- Describe the issue and its impact. What’s the problem or need?
- Describe how resolution of the issue will address specific SMP objective(s) (please identify) as well as broader Core Theme objectives and mission fulfillment.

Section Three: Assessment of Department Operational Functions

Analyze, evaluate and report on the performance/adequacy of department operational function areas¹ following the annual schedule below:

- Year 1 – A. organizational management & leadership structure
- Year 2 – B. personnel; C. professional development
- Year 3 – D. timeliness of service (responsiveness and efficiency); E. customer satisfaction; update on function areas A – C
- Year 4 – F. communication and coordination
- Year 5 – G. facilities and technological resources; H. financial management & budget
- Year 6 – I. planning and evaluation
- Year 7 – J. sustainability; update on function areas A – I

¹ Explanatory Notes:

- A. Organizational Management & Leadership Structure: evidence that the department/program has an organized structure that is understood and followed by department personnel. Evidence may include, but not limited to: organizational charts, department surveys, job descriptions, employee evaluation.
- B. Personnel: evidence that the department/program has sufficient, qualified personnel to perform the necessary functions.
- C. Professional Development: evidence that the department/program provides appropriate and necessary professional development including initial and ongoing training. Include evidence of training availability, use and effectiveness. Evidence may include, but not limited to: staff development plans, documentation of trainings attended.
- D. Timeliness of Service (responsiveness and efficiency): evidence that the department/program provides its designated services in a timely manner as defined by the department/program.
- E. Customer Satisfaction: evidence that the department/program is meeting the needs of its customers. Evidence may include, but not limited to: customer satisfaction surveys, stakeholder input, needs assessments, comments and requests.
- F. Communication & Coordination: evidence that the department/program has adequate means of communication and coordination: internal, cross-departmental, with external partners and the community.
- G. Facilities and Technological Resources: evidence that the department/program has sufficient physical resources to conduct its business.
- H. Financial Management & Budget: evidence that the department/program has sufficient financial resources to conduct its business, follows appropriate budget management practices, allocates funds appropriately.
- I. Planning & Evaluation: evidence that the department/program conducts systematic and regular evaluation and planning. Is planning ongoing, participatory, documented, executed, and evaluated based on Mission & Goals? Evidence may include, but not limited to: departmental meeting notes/minutes, departmental action plan, year-end reports.
- J. Sustainability: evidence that the department/program monitors its internal and external environments to identify current and emerging patterns, trends, and expectations. Uses findings to assess its strategic position, define its future direction, and review and revise, as necessary, its goals and objectives to ensure relevancy, productivity, viability, and sustainability.

Section Four: New Goals

Based on the analysis and conclusions in sections two and three, determine and list new goals for the coming year. Describe how the achievement of each goal aligns with current SMP objectives (please identify) as well as broader Core Theme objectives and mission fulfillment.

Section Five: Dream Big

In order to inform long-term college-wide strategic planning, if your department were not constrained by resources, what visionary changes would you recommend?