**Administrative, Educational, and Student Support (AES) Unit - Program Reflection Template**

Components to be completed *prior* to team discussion

|  |  |  |
| --- | --- | --- |
| **Component** | **Explanation** | ***[Insert Content]*** |
| Unit Mission | State the mission of the unit, program, or department (*if applicable*) |  |
| Unit Goals | List the current goals that have been driving your unit’s activities for the past few years; these would be the same goals listed in your most recent annual report template |  |
| Major Unit Activities | List the major activities (from your unit’s annual reports) that your unit engaged in over the past few years. Only list those activities which your unit dedicated a significant amount of effort on.  |  |
| Data Sources for Reflection | List the data sources that your unit will use to guide individual reflections and the team discussion. The primary source will be the unit’s annual reports but may also be . . .* College-wide ILO assessment data
* Data from a related unit-wide assessment project
* Data external to the college
* Etc.
 |  |

Components to be completed during or immediately following team discussion(s)

|  |  |  |
| --- | --- | --- |
| **Component** | **Explanation** | ***[Insert Content]*** |
| Summary Assessment of Past and Current Unit Activities | Based on the unit’s discussion of its major activities (as outlined above) and the results from annual and ILO assessments, provide a brief (1-2 sentences) assessment of the group’s determination on whether the specific activities were/are “high-leverage” (having positive impact on unit goals); be sure to include any key data points that informed the assessment of activities. | *[List activities here; numbered]* | *[Provide summary here; numbered to correspond to list of activities]* |
|  |  |
| SWOT Analysis | Based on your unit’s discussion of its strengths, weaknesses, opportunities, and potential threats, summarize where your unit landed  |  |
| Summary of Ideas for Activities | Based on the unit’s discussion of major activities, as well as the unit’s current strengths, opportunities, weaknesses, and threats, list the activities that the unit has tentatively decided to continue doing, discontinue doing, amend, and/or introduce. Separate the activities by these categories. Include the team’s tentative ideas for how to potentially approach assessing the activities | **Activities to Continue** | **Activities to Discontinue** | **Activities to Introduce** |
| Summary of Unit Goals reflection | Based on the unit’s discussion of your goals provide a brief summary of where the unit’s goals currently stand (I.e. has the team decided to reaffirm their goals? Make any tweaks? Does changing context necessitate the need for a new goal? Etc.) |  |

Components to be completed following feedback cycles from external entity and division leadership

|  |  |  |
| --- | --- | --- |
| **Component** | **Explanation** | ***[Insert Content]*** |
| Updated Major Unit Activities | Based on the feedback and suggestions you received on the unit’s draft ideas for continuing, amended, and/or new major activities (aligned with the unit’s goal[s]), list the unit’s updated list of major activities that will be engaged in over the next few years; also include the tentative timeline in which you think your unit will engage in each (e.g. AY21-22; AY21-22 through AY23-24) | *[List activities here; numbered]* | *[List tentative timeline for each activity; numbered to correspond to list of activities]* |
|  |  |
| Roles and Responsibilities | For the major activities listed above, using the MOCHA Framework, draft a tentative list of the roles for each. Keep in mind that this does not necessarily need to be done for each activity (especially if it is one that is clearly delineated within a specific person’s job responsibilities), but should be done for activities that will involve multiple people, including people outside of the unit. |  |