Administrative Services
Full Program Review

I. The XXX Program/Service Overview
   a. Mission of the Service
   b. Service Description of the Functions of the Unit
   c. Types of Evidence to Be Collected During the Year in order to Assess the Effectiveness of the Service
   d. Service’s Needs and Objectives Contained in the Instructional or Student Services Full Program Review that Could Potentially Impact Your Service
   e. Service’s Major Activities (exclusive of those listed in #d)
   f. Evaluation of Results
   g. Environmental Scan
   h. Future Development Strategy

II. Service’s Needs Assessment
   a. Staffing
      i. Current
      ii. Additional Staffing Needs
   b. Equipment Needs not Covered by Current Budget
   c. Facilities Needs not Covered by Current Budget or Remodeling Projects
   d. Professional Development Needs Not Covered by Current Budget

III. Considering the current and anticipated budget environment, what efficiency could you create that would improve your services to students and results in cost reduction?