

Judith Pultro

From: Judith Pultro
Sent: Friday, February 17, 2012 8:35 AM
To: Lori Kremski Bronder; Lisa Tudor; Mercy Gonzalez; Barry Paine; Steven R. Nice; Pat Land; Guillermo A. Polanco; Tobias Discenza; Kirsten A. Thompson; Barbara Wells; Jason Dudley; Kevin Miller; Andre O'Leary; Matthew Holliday; Richard Parfitt; Catherine Bergerson
Cc: Kevin Coughlin; Christy Gilfert; Gina Doeble
Subject: Administrative Support Unit Planning Workshop

Good Morning,

Dr. Christy Gilfert and myself serve as co-chairs of the SACS response team responsible for addressing the SACS recommendation in regards to 3.3.1.2 – Institutional Effectiveness: Administrative Support. Over the past several weeks our team, with the guidance and assistance of Kevin Coughlin, have been reviewing the administrative support unit plans for the following:

1. Compliance with Mid-Year Review
2. Valid Assessment Measures
3. Strong Intended Results/Goals
4. Status Reports
5. Documented Use of Results/Rationale for No Use of Results at Mid-Year
6. Plan for Use of Results/Rationale for No Plan for Use at Mid-Year

A common theme has arisen through many discussions with various unit planners, which is that unit planners did not always have a clear understanding of how to identify good assessment measures, as well as having difficulty differentiating between goals and tasks. Several unit planners who met with Kevin Coughlin one-on-one for unit planning assistance felt better equipped for the unit planning process. As a result, we agreed it would be most beneficial to offer a “unit planner open workshop” to all unit planners providing them this same one-on-one opportunity.

This open workshop will be held on **Wednesday, February 29th from 2:00 – 4:30PM in K-127**. You can stop by anytime during this time period. Computers will be available to log into Ted/SPOL and access your plans.

Kevin Coughlin and others will be available to meet one-on-one with the unit planners. The goal of the workshop is to review your current 2011-2012 unit plans in regards to the above categories and to assist unit planners in both “closing the loop” on current year plans and using current year information to begin formulating strong 2012-2013 plans.

As someone who benefited strongly from working with Kevin on my unit plans, I would strongly encourage you to attend. Hope to see you there!

Judy

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Director, Auxiliary Services