









Operational Unit Program Review Assessment List

Mandatory Reporting and Compliance Requirements Checklist




	 Highly Developed	 Emerging / Partially Developed	 Needs Developed
Compliance and mandatory reporting plan developed linked to HEOA, Equity & Inclusions, FERPA, Accreditation, and the Core Themes, Objectives, Success indicators			
Comply with ADA, Equal Opportunities Act, and Section 405 of the Rehabilitation Act (Equity & Inclusion webpage ; OCR requirement); short statement on all documents for public/posted (2 pages or less); long statement on all other documents. Short: Southwestern Oregon Community College is an Equal Opportunity Educator and Employer; Long: See last page of this document			
FERPA Training completed for all staff within the unit – how do you know?			
HEOA required disclosures and reporting completed (link to list available in future – webpage list)			
Outcomes and indicators linked to Core Themes, Objectives, Success Indicators; all reports completed on time (Institutional Success Indicator reports if the lead; yearly outcome review and data analysis) – For Institutional Level Indicators who have lead responsibility – for IR Draft Rubric Completed			
Accreditation standard 2 requirements			
Accreditation other requirements			
Other required reporting or compliance requirements completed:			
<i>Reflect on what has been accomplished, what is being developed and the documentation of processes:</i>			

Policies, Procedures, Process Checklist




	 Highly Developed	 Emerging / Partially Developed	 Needs Developed
Appropriate policies and procedures for programs and services are established. They assure access to eligible persons, manage resources effectively, assure compliance with applicable regulations, are consistent with accepted standards of professional practice and support the mission and goals of the College.			
Policies and procedures apply equally and are enforced equally to all persons			
Policies and procedures are established and followed for fiscal management.			
Policies and procedures are established and followed for personnel management			
Policies and procedures are established and followed for the management of consumable supplies, fixed assets and capital facilities.			

Policies and procedures are established and followed that assure compliance with applicable regulations.			
Unit handbook, process documentation, manual created, updated yearly, reviewed yearly, followed			
Policy review schedule updated; all policies listed on schedule			
Reflect on what has been accomplished, what is being developed and the documentation of processes:			

Qualitative Checklist

Appropriate qualitative assessments established.	 Highly Developed	 Emerging / Partially Developed	 Needs Developed
Access to Program(s) and Services: Programs and services are accessible to all eligible persons and additional assistance is provided, when necessary, for persons to be successfully served. Program provides promotional and/or informational material to current and prospective customers in multiple formats. Program provides services to meet the needs of diverse customers (students, staff, business, community).			
Organization of Programs and Services: The organization of programs and services promotes effective service delivery, adequate supervision and management and collaboration between administrative units. Customers are satisfied with services delivered. Services are delivered within allocated budget. Collaboration with other administrative units as needed.			
Programs and Services Provided: The programs and services provided are adequate to meet the needs of students, staff and the community consistent with the mission and goals of the College. Link to Core Themes, Objectives, and Success Indicators. Indicators reviewed and updated as needed; suspended where appropriate; new indicators created as needed.			
Effective Partnerships: The program has connections in place with business, non profit organizations, governmental units, professional associations and education to support effective service delivery			
Customer Service: Customers are satisfied with the range of programs and services provided and the manner in which they are delivered.			
Reflect on what has been accomplished, what is being developed and the documentation of processes:			

Resource and Staffing Review Checklist

Resource Allocation and Staffing assessment established.	 Highly Developed	 Emerging / Partially Developed	 Needs Developed
Resource Allocation: Human, physical and financial resources for programs and services are allocated on the basis of identified needs and are adequate to support the services and programs offered.			
Staff completes assigned work with acceptable quality within established timelines.			
Staff have access to sufficient physical resources to complete assigned work with acceptable quality within established timelines.			
Resources are allocated on the basis of identified needs, prioritized as part of the institutional budgeting process			
Financial resources are adequate to complete assigned work with acceptable quality within established timelines.			
<i>Reflect on what has been accomplished, what is being developed and the documentation of processes:</i>			
Services and programs are staffed by qualified individuals whose academic preparation and/or experience are appropriate to their assignments. Assignments are clearly defined and published. The performance of personnel is regularly evaluated.			
Staff has appropriate educational credentials and/or experience for their assignments.			
Assignments are clearly defined and published, job descriptions current reflecting staff assignments – all performance evaluations have been completed on time			
Staff appropriately applies policies and procedures and completes assigned work with acceptable quality within established timelines.			
Staff participates in appropriate continuing education.			
Each employee participates in professional development activities appropriate to services provided such as: * Conferences and workshops * Classes and training * Listservs * Print and electronic publications * Professional associations.			
Each employee has a professional development plan.			
<i>Reflect on what has been accomplished, what is being developed and the documentation of processes:</i>			