APPENDIX E

Annual Update –
Administrative Services Review- _____

Academic Year

Self Study Date: _____
(Administrative Services Reviews/Self-Study are completed on a 4- year cycle)

Unit Review Annual Update (AU): (Conducted annually for three years following the self-study)

1st AU _____ 2nd AU_____ 3rd AU_____

College: _____

Unit: _____

Year of Review: _____

Date of Next Scheduled Self-Study Administrative Services Review: _____

A one-page data summary sheet will be provided and is to be included with this update and used to support the answers to the following questions.

1. Based upon the data provided, briefly explain the current status of the administrative services unit.

2. Explain significant changes since the last review or annual update.

3. Briefly explain significant changes expected during the upcoming year.

4. Briefly identify the current needs in each of the following areas:

   - Staffing

   - Equipment/Technology

   - Facilities

5. What progress has been made on the recommendations from the prior review or annual update? Please specifically list and address all recommendations.