Department/Unit Name:	Department/Unit Contact:
Department/Unit Dean or Supervisor:	**Date of Last Comprehensive Program Review:**

Introduction and Instructions:

Annual unit planning forms a bridge between the goals and recommendations documented in Comprehensive Program Review and the college's annual resource prioritization and allocation process. This process helps departments (and the college as a whole):

- make better decisions based on data and documented needs
- link resources to program goals and activities
- create institutional memory and evidence of continuous improvement.

Please note that if your department submits requests for resources, your Annual Unit Plan (AUP) will be used by the prioritization committee(s) to help provide context and rationale for the request. To complete the AUP, answer the questions below, thoughtfully and succinctly, with consideration for how your department supports fulfillment of the Grossmont College mission statement:

Grossmont College provides an exemplary higher education learning environment through comprehensive and innovative instructional programs and student support services.

By advancing equity and inclusion, we prepare our diverse student population to lead and engage with local and global communities.

We fulfill our mission by providing the people of East San Diego County with:
- Associate/transfer degrees and certificate programs
- Career education and workforce development
- Preparation for collegiate success
- Exploration of academic and career options
- Lifelong learning opportunities

1.1   Administrative Services Unit Overview
The unit overview should consist of a brief description of the services offered and/or function(s) performed by the unit and how it serves the overall mission and goals of Grossmont College.

0.2   Mission/Purpose Statement
If your unit does not have a mission/purpose statement, work with your unit colleagues to draft a mission/purpose statement using the information provided in 0.1. The mission statement should be directly aligned with the mission and strategic goals of Grossmont College. It should include the name of the unit, its primary functions, modes of delivery, and indicate who it serves. This statement should be 25 words or less.

For help with this form, please contact the CPIE Office at x1729. You can also help us improve this form by sending comments, feedback, or suggestions to Grossmont.CPIE@gcccd.edu. Thank you!!

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SECTION ONE: CHANGES IN THE PAST ACADEMIC/FISCAL YEAR

1.1   **Over the last year, have there been any changes (e.g., staffing changes, new mandates, construction impacts, space allocation, etc.) in your unit that have had a significant impact on your unit's goals and/or effectiveness? If so, please explain the changes that have occurred and how the changes has impacted your unit.**

☐   No

☐   Yes (Please describe below)

Briefly (500 words or less) explain any changes to the mission/purpose of your unit.

1.2   **In the upcoming academic/fiscal year, do you anticipate any other significant changes?**

☐   No

☐   Yes (Please describe below)

Briefly (300 words or less) explain any anticipated changes not previously addressed.

1.3   **Describe your unit's goals for the next year.**

Briefly (400 words or less) reflect on the planning implications of any factors noted above

SECTION TWO: REFLECTION ON SERVICE AREA OUTCOMES

2.1   **Please list your Service Area Outcomes in the space provided.**

List below (or attach a list).

2.2   **What Service Area Outcome (s) (SAOs) did your unit assess during the prior academic/fiscal year?**

List below (or attach a list).

2.3   **What did you learn from conducting your SAO assessment(s)?**

Briefly describe (400 words or less) what you learned from analyzing the results of your SAO assessment(s).

2.4   **How will you use your SAO assessment results toward continuous improvement?**

Briefly (400 words or less) describe how you plan to use the results to improve.

2.5   **How will you know if your improvement(s) has worked/is working?**

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> *Briefly (400 words or less) describe how you plan to use the results to improve.*

2.6

SECTION THREE: RESOURCE REQUESTS

5.1   **Based on the information entered in Sections 1-4, what resources does your department need in order to make continued progress towards its goals and/or address planning implications?**

☐   Classified Staffing Request
☐   Facilities Project Request
☐   Other needs not covered by current budget (i.e., budget augmentation request)

5.2   **For each resource type selected in section 5.1, please complete a corresponding request form. Attach a copy of the completed request form to the end of this AUP form.**

Resource Type	Request Form	Requests Prioritized By
Classified Staffing Request	Link	Classified Staffing Prioritization Committee
Facilities Project Request[1]	Link	Facilities Committee

[1] *All Facilities Project Requests (FPR) <u>must be preceded by a Feasibility Review</u>. The Feasibility Review must be submitted by Deans/Supervisors to the Director of District/Campus Facilities/Operations/Maintenance, Loren Holmquist by June 1st. See Section One of the Facility Project*

5.3   **If your unit has ideas for innovations or projects that don't fit neatly into the categories listed above, please describe below and consider completion of an innovation request form.**
        Comments:

> *Use this field to provide a brief (150 words or less) explanation of how this goal supports the Strategic Priorities selected above.*

Reviewed and Submitted by

Unit Manager/Lead (Type Name)_____

Unit Manager/Lead Signature _____

Date_____

Dean/Supervisor (Type Name)_____

Dean/Supervisor Signature   _____

Date_____

Notes: Deans/Supervisors: Please submit completed form to CPIE@gcccd.edu by October 1st.

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