CLARK ATLANTA UNIVERSITY
Office of Planning, Assessment and Research

ADMINISTRATIVE and EDUCATIONAL SUPPORT UNITS PERIODIC REVIEW
Self-Study Report Template
2012-2015

OPAR 2012
5th Year Cycle

ADMINISTRATIVE and EDUCATIONAL SUPPORT UNITS PERIODIC REVIEW

20___-20___

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<th>Administrative Department/Unit</th>
<th>Submitted By</th>
<th>Division</th>
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Date Submitted to the Office of Planning, Assessment and Research (OPAR)

__________________________
Month/Year
Administrative and Education Support Review
Self-Study Report Template 2012-2015

All documents should be prepared using Microsoft Word and should also include a title page with all appendices clearly identified.

I. Prior Self-Study Findings

- Strengths
- Weaknesses

II. Summation of Prior UQIP

- Recommendations
- Actions taken

III. Areas of Review

1. Mission and Goals
   - Summation of area
   - Relevant documentation
   - Determination if standard is met or not met
   - Recommendation(s)

2. Functions Performed and Types of Services Provided
   - Summation of area
   - Relevant documentation
   - Determination if standard is met or not met
   - Recommendation(s)

   - Summation of Area
   - Relevant documentation
   - Determination if standard is met or not met
   - Recommendation(s)

4. Organizational Structure of the Department
   - Summation of area
   - Relevant documentation
   - Determination if standard is met or not met
5. Resources Available (staff, space, equipment, funding) and a Statement of the Use of the Resources

- Summation of area
- Relevant documentation
- Determination if standard is met or not met
- Recommendation(s)

6. Data Results

- Summation of area
- Relevant documentation
- Determination if standard is met or not met
- Recommendation(s)

IV. Analysis of Strengths and Weaknesses

V. Recommendations for Improvement/Enhancement