



CLARK ATLANTA UNIVERSITY
Office of Planning, Assessment and Research

**ADMINISTRATIVE and EDUCATIONAL
SUPPORT UNITS PERIODIC REVIEW**

**Self-Study Report Template
2012-2015**

OPAR 2012



**CLARK ATLANTA
UNIVERSITY**

5th Year Cycle

**ADMINISTRATIVE and EDUCATIONAL SUPPORT UNITS PERIODIC
REVIEW**

20__-20__

Administrative Department/Unit	Submitted By	Division

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)
3. Governing Regulations, Policies, Directives, Accreditation Standards, and Internal Policies and Procedures
 - 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

- Recommendation(s)
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