Periodic Administrative Unit Review: 2020–2025 Cycle
Joint Action Plan
AY 2024-2025

Unit/Division: _____

The Joint Action Plan draft is written by the unit Head (in consultation with the Division Vice President). Based on what was learned in the unit self-study process, the unit Head, in consultation with the Division Vice President, will develop an Action Plan that should focus on two main concerns:

How will the unit seek to improve itself during the next five years?

Based on the assessment results, what specific, major actions need to be taken for unit improvement? (See attached table.) Areas for improvement may need to be categorized— process/procedures, facilities/physical space, information technology, staff, etc.—and then prioritized across and within categories. Prioritization is a key element.

1. Who will be responsible for taking action on each of these improvements?
2. What is the unit's time frame for action on making these improvements?
3. What assessments will be used to provide evidence of improvement as a result of the implementation of this action plan?
4. When will the assessment results be documented?

If the unit is requesting additional resources from the College administration to assist in achieving these improvements, specify the following:

1. Types of assistance needed and estimated costs should be carefully and fully described.
2. Timing of assistance - when will this assistance be needed?
3. Are there alternative methods of addressing these improvements if less than the requested assistance is available?
4. Are any of the proposed improvements justified on the basis of meeting accreditation standards? If so, indicate what the standard is and how the requested resource is needed to meet the standard.

The unit Head and Division Vice President will forward the plan to the President's Cabinet, and the Director of Accountability and Assessment for review. President's Cabinet provides feedback / recommendations on the report, the unit Head and Division Vice President will meet and discuss implementation of the action plans.

A Framework for Summarizing the Joint Action Plan

NOTE: Contents of cells will be a summary or list of improvements to be achieved and should be listed in priority order.

There may be actions that the unit can take with the resources it has today; however, some actions that the unit needs to take require additional resources. Therefore, given the current budget situation of the College, the Assessment Results below are presented in two prioritized lists rather than just one, long prioritized list. The first prioritized list shows what is planned given the resources available today, while the second prioritized list contains that which is needed but requires more resources than what is available today.

Select and prioritize the top three recommended improvements, based on assessment results. Refer to the SOAR analysis summary for possible improvement areas.

Stage One: No Additional Resources Required				
Recommended Improvements	**Assessment Results**	**Non-monetary Resources Requested**	**Responsible Person or Organization**	**Timeframe in which item(s) are to be addressed**
Process / Procedure improvements				
Service Improvements				
Facilities/ physical space				
Information technology				
Development/ Training				
Other				

Stage Two: Additional Resources Required				
Recommended Improvements	**Assessment Results**	**Monetary Resources Requested**	**Responsible Person or Organization**	**Timeframe in which item(s) are to be addressed**
Process / Procedure improvements				
Service Improvements				
Facilities/ physical space				
Information technology				
Development/ Training				