

Self-assessment Administrative Services Spring 2013.

Part I. General comments regarding the responses to the Committee on Governance Assessment Survey.

It was surprising to see that overall the ratings for the Office of VC for Administrative Services were pretty good. For the most part, the faculty/staff/students were pleased with the services that the Administrative Services were doing.

Part II. Strengths revealed by the survey.

Based on this survey, the strengths for the VC for Administrative Services Office are in the area of encouraging participation in campus-wide discussions. It has been the goal of this Office to always include the campus in discussion. We are currently going through a campus-wide discussion for our Plan Resource Uses (master plan) submittal.

Part III. Weaknesses revealed by the survey.

Based on this survey, there were some faculty/staff/students who did not know what the different Administrative Services departments do or the roles they play on campus.

Part IV. Self-assessment Matrix

Improvement Statement or Goal	Measurable Outcomes	Changes made as a Result of Self Assessment
Make clear what role each department within Administrative Services plays in supporting the campus	Faculty/Staff will know what each department under Administrative Services does and the role it plays.	Non-Instructional Assessment was performed and an analysis of each department within Administrative Services was done. This will be posted on the web so that Faculty/Staff can review it. Also maybe focus on one department per month in the Ka `Ohana.
Hold more small discussion groups on issues (i.e. PRU – Master Plan)	Hold meetings with each department that may be affected by the new Master Plan and PRU.	Schedule meetings with various departments on campus. Analyze results of discussions and report back to MAPSAC and PRU Committee.
