SACS PRINCIPLES COMPLIANCE SURVEY FOR SERVICE UNITS

Institutional Effectiveness:
1. Are research-based evaluation processes used for assessing the service unit?
   YES____ NO____
   If yes, list all survey instruments and other processes used by the unit for evaluating effectiveness.

2. Do the use of evaluation processes result in continuing improvement in the unit?
   YES____ NO____
   If yes, describe some of the recent improvements that have come about in response to needs identified through evaluation processes.

3. Does the unit identify expected outcomes for its services; assess whether it achieves these outcomes; and provide evidence of improvement based on analysis of those results?
   YES____ NO____
   Provide copies of the unit’s “Plan to Improve” four column model for the last 4 cycles.

4. If an outcome is not achieved, are documented modifications or improvements made in the unit?
   YES____ NO____

Financial Support:
5. Is adequate financial support available to support the scope of services offered through the unit?
   YES____ NO____

6. Does the institution operate and maintain physical facilities that are adequate to serve the needs of this unit?
   YES____ NO____

7. Are the physical facilities for this unit accessible to disabled students?
   YES____ NO____ NA____

8. Is the budget information accessible on-line to the unit supervisor?
   YES____ NO____
Mission:
9. Does the unit have a defined mission statement?
   YES____ NO____
   If yes, provide mission statement below.
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

10. Is the unit’s mission related to the College’s Statement of Mission?
    YES____ NO____
    What part of the institution’s mission does the unit effectively fulfill? (Refer to applicable phrases in the College’s mission statement)
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________

Staff:
11. Does the unit have qualified staff with the experience, competence, and capacity to fulfill the mission of the unit?
    YES____ NO____ N/A____
    Provide a roster of administrative officers and staff with their qualifications.

12. Does the unit have a staff member charged with the responsibility for supervision and coordination of the unit?
    YES____ NO____
    Name of the supervisor: _________________________________

13. Is the number of administrator/staff members employed for the unit adequate to support the unit effectively?
    YES____ NO____

Security:
14. Are administrators and staff members in this unit careful in protecting the security, confidentiality, and integrity of student/staff records?
    YES____ NO____ N/A____
    If yes, provide a brief description of measures taken by the unit to insure the protection of privacy of its customers and the unit’s adherence to FERPA guidelines.
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________

15. Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this service unit?
    YES____ NO____
SACS PRINCIPLES COMPLIANCE SURVEY

ANY ITEMS ANSWERED WITH A NEGATIVE RESPONSE INDICATE THAT THE INSTITUTION IS OUT OF COMPLIANCE AND MUST BE ACCOMPANIED WITH A WRITTEN PLAN FOR COMPLIANCE ON THE ISSUE.

Provide discussion below for any question that was assigned a “no” answer on the Principles Compliance Survey, and then provide a plan of improvement for each of those questions in the space below. Indicate the question number, your discussion, and the plan of action.