

Team Evaluation and Planning

Using the result of the Team Survey and Service Usage Evaluation (SUE), discuss program strengths and come to a consensus on areas for improvement as a team. All team members should share concrete steps they can take to contribute to improvement in one or more priority areas. The team should take care to ensure that no one team member is overburdened and duties are spread out over multiple team members. You may also want to make sure that the priorities for improvement represent at least two of the themes.

Program Strengths

What strengths does the program or staff currently have?

How can we build on these strengths to improve student success measures?

College Areas for Improvement

Are there any areas the team is currently improving or have plans to improve?

Are there any areas the team wants to improve after completing this assessment tool?

Which of these areas have the biggest impact on student success?

What are the team's top three priorities for improvement?

Is there a strength the team can leverage to help make improvement?

Student Services Self-Assessment Toolkit

Service Improvement Plan

Drawing on the team’s top priorities for improvement, use this section to help plan out how the team will build students services capacity or quality for students. Under Resources, make sure to include current strengths the team can leverage to help make improvements in other areas.

Institution:

Prepared by:

Date Prepared:

Prepared for Academic or Fiscal Year _____

Program Goals:

Team Members:

Target Areas	Activities/Strategies	Resources (team members, strengths, funding, etc.)	Expected Outcomes	How will the team measure success?	Target Date
1					
2					
3					
Alternate:					

Progress

Target Area 1

Target Area 2

Student Services Self-Assessment Toolkit

Service Improvement Plan

Target Area 3