

## **Sample Administrative Outcomes**

(The list is not inclusive of all outcomes for an administrative unit)

### **Career Services:**

1. Play a critical role in students planning for and becoming employed by offering services such as: resume and interviewing preparation, job search assistance; career fairs; on campus recruiting; career counseling; classroom presentation; and online job postings.

### **Counseling and Advising Services:**

1. Educate faculty on how to recognize specific student behaviors which warrant a referral to Counseling Services,
2. Educate faculty so that they understand the process to follow in making a referral to Counseling Services for personal counseling assistance.
3. Provide important services to meet the diverse student needs at the College.
4. Provide training on student mental health and/or disability issues.

### **Disability Services:**

1. Play a major role in the retention of students with disabilities.
2. Educate faculty so that students receive the correct accommodations to perform well in the subject matter.
3. Work effectively with faculty and staff at the College to provide appropriate services for students with disabilities.

### **Facilities Design and Construction:**

1. To construct modern facilities that meet the needs of faculty, staff and students by:
  - a. Designing newly constructed or newly renovated facilities that are of high quality and met staff/student needs.
  - b. Building classrooms in buildings that are adequate in size, furnishings, and other amenities.
  - c. Building office space that is adequate in size, furnishings, and other amenities.

### **Facilities Management:**

1. To create a healthy environment that facilitates learning and minimizes distractions by:
  - a. Keeping classrooms and hallways clean.
  - b. Maintaining temperatures in classrooms and offices that are generally comfortable.
  - c. Maintaining the cleanliness of bathrooms and having adequate supplies of paper towels (where applicable) and toilet tissue.
  - d. Insuring that the lighting in classrooms, offices and hallways is adequate.

### **Financial Aid:**

1. Help students attend college who would have otherwise been unable to afford it.
2. Increase retention through scholarships and financial aid.

**General Counsel:**

1. College Deans and Department Heads receive training on general legal issues
2. The OGC will decrease the processing time for contracts the OGC receives and reviews for legal sufficiency
3. The OGC website is user friendly, utilized more often, and comparable to other University OGC websites.

**Human Resources:**

1. Provides thorough information at New Hire Orientation, assisting new hires in all start up tasks.
2. Provides good counsel and guidance to employees and managers on employment issues.
3. Provides and administers good benefits programs (Healthcare, EAP, and Retirement program)

**Inclusion Center:**

1. Promote a learning and working environment where everyone feels respected, supported, and valued.
2. Empower students to be active and responsible leaders at the University.
3. Enhance the educational experience by providing students with opportunities to learn from individuals who differ from them.
4. Develop and promote activities and programs that weave diversity, cultural awareness, and social justice into the fabric of the campus.
5. Establish meaningful partnerships with campus and community stakeholders to foster increased diversity and inclusion.

**Institutional Effectiveness:**

1. Provides accurate data in a timely manner to facilitate decision-making, planning and needed change.
2. Effectively assists the college with curriculum review, research methodology, assessment and evaluation assistance.
3. Makes a significant contribution to the college through the evaluation of grants, assisting with external accreditation and completing state and federal reports.
4. Assists departments, units, committees and the College in evaluating the effectiveness of practice.

**ITS Administration:**

1. To provide reliable services to college faculty, staff and students.
2. To respond quickly and provide effective services to meet departmental needs.
3. To provide effective and efficient services through the Help Desk.

**Learning Resource Center:**

1. Improve learning in core subjects due to tutoring.

**Service Learning Office:**

1. To enhance our students' subject matter learning in applying classroom knowledge to practical experience.
2. To model for our students how a critical and democratic teacher can act to bring civic engagement into the classroom.
3. To develop our students' commitment to service, social justice, and community involvement.
4. To enable our students to work productively with diverse communities.

**Student Life:**

1. Provide activities and events that positively enhance the learning environment at the College.
2. Encourage students to be active participants in programs, student organizations, activities and events sponsored by Student Life.
3. Provide health and wellness Lunch and Learn programs that are useful and informative.
4. Provide valuable support to students by connecting them with college and community resources.

**Student Success/Student Support Services:**

1. Improve the success of first generation students with little previous academic success by providing appropriate services.
2. Retain at-risk students until they reach their academic or career goals through the student support services program.
3. Provide financial literacy education to students (handling credit, balancing checkbook, reading FICO scores etc.)
4. Improve the student success skills of under-prepared, first generation students.