

Executive Summary

Q: A brief recap or highlights of the entire program review document. (500 words or less)

- Highlight major strengths and weakness.
- Highlight areas for improvement over the next 3-6 years.

Response:

The Office of Administrative Services monitors the activities and effectiveness of all departments within the Administrative Services Division to ensure that services are provided as needed to support the operations of the College. The immediate operations of the Office include the administration of the Division, the College's budget and financial status, Procurement, Contracting, Personnel, and Payroll.

The Office is appropriately staffed to meet its needs and with few exceptions vacant positions are filled within a reasonable time period. The personnel of the office are committed to providing services to faculty, staff, administrators, students and others requiring assistance. Documents to be processed are handled in a timely and efficient manner. The facility being used is barely adequate for conducting the business of the office, however this is a temporary condition which should be resolved when the facilities under construction are completed in the near future.

Participants

Q: Please indicate the individuals that participated in the completion of this program review.

Response:

Validation & Feedback

Validation Comments for Program

Q:

Response:

Comments for Review Committees

Q:

Response: