District Services Administrative Review

Introduction
The District Services Administrative Review is the annual program review process for District Services and is designed to serve these purposes:

- Document the unique goals for each District Service
- Align strategies for improvement with the District mission and Strategic Directions
- Collect and analyze data on District Services performance
- Provide an objective foundation for budget, staff, facilities, professional development, and other funding requests
- Demonstrate compliance with accreditation standards

This review process is designed to lead to continuous quality improvement and therefore includes the following cycle of data collection, analysis of strengths and weaknesses, development and implementation of strategies to remedy weaknesses, and re-evaluation. The steps are:

1. Describe the services provided by the District Service
2. Use quantitative and qualitative data to analyze the services' strengths and weaknesses relative to meeting established standards, advancing the mission of the District, and supporting District Strategic Directions and District Objectives.
3. Develop strategies to sustain or improve performance.
4. Implement the strategies.
5. Assess the impact of the strategies.

The final step of assessment is the starting point for the development of next year’s District Services Administrative Review.

District Services Administrative Review is linked to resource allocation. Any requests for funding are first discussed with the District Services Committee to secure resources. If funds are not available or if the request exceeds available funds, representatives from the District Services Committee can submit an agenda item to the Council on Budget and Finance for consideration.

The services that complete an annual District Services Administrative Review are:

- Chancellor’s Office Services
- Fiscal and Facilities
- Human Resources
- Information Services
- Public & Governmental Affairs
North Orange County Community College District
District Services Administrative Review

District Service ____________________________________________

District Services Administrative Review Author _______________________

1. **Description**: List no more than 10 bullet points to summarize the services provided

2. **Assessment of Prior Year Strategies for Improvement**: *Include the Strategies for Improvement identified in the prior year’s District Services Administrative Review on the form; for 2011-2012, this would be “not applicable”*. Briefly describe the outcome for each of the following and attach data representing the outcome where possible

3. **Data**: Attach or import quantitative and qualitative data related to the District Service

4. **Data Analysis**: Link the data presented above to established standards for the service, ACCJC standards for this service, the District mission, and/or District Strategic Directions and District Objectives

5. **Strategies for Improvement**: Identify strategies to be implemented in the next year to sustain or improve performance

6. **Resource Request**: If appropriate, identify the additional supplies, equipment or staff needed to implement the Strategies for Improvement