

Date: October 20, 2016
To: College Planning Council
From: Office of Institutional Effectiveness
Subject: Results of 2015-16 Unit Planning Catch-Up Sessions

The Office of Institutional Effectiveness held two Unit Planning Catch-up sessions in October. The first was on October 13, 2016 in SSA 214 from 10 am – 12 pm, and the second on October 14, 2016 in SSA 219 from 12 pm – 2 pm. The purpose was to facilitate the process of completing the 2015-16 Unit Planning obligations.

All division chairs were invited. Attendance came from four academic divisions: Business, Library, Health Sciences, and Science, Family and Consumer Studies, and one Student Services unit: SSSP. Throughout the open lab sessions, questions regarding unit planning and the process were addressed, existing issues were resolved, and any missing modules were identified and/or created.

Table 1. Attendance by Position

Division/Unit	# of Participants
Division Chair	2
Faculty	3
Staff	1

Table 2. Attendance by Area

Division/Unit	# of Participants
Business Division	2
Library Division	1
Health Sciences Division	1
Science, Family and Consumer Studies Division	1
SSSP	1