**Administrative Unit Strengths and Opportunities Survey**

As you know, the University is going through an extensive process of strategic planning. As part of this process, President Schrader has formed a Program Effectiveness Review Committee. The first task of this committee is to document the strategic strengths and opportunities that exist across the University. We need your assistance to complete this task.

On March 20-22, the University will be holding a strategic planning summit. This event will include key leaders and representatives from the entire University system and surrounding community. The perspectives gathered from this survey will be an essential element of the summit. Participants will discuss and identify the primary strategic strengths and opportunities for the University. This discussion will culminate in a revised mission statement and strategic objectives for the entire University. Thus, your responses to the following questions are critical.

This request is an opportunity for you to concisely highlight your unit’s unique contributions to our University community. Please note, we are not trying to evaluate the effectiveness of your efforts, but rather, we want to understand the unique value that your programs and work contribute to the University and its stakeholders.

The questions for these unit self-assessments have been designed to allow very diverse units to reflect on their strengths and opportunities and to highlight their plans for the future. In preparing your answers to these questions, we would like you and your colleagues to evaluate where the unit currently stands, but especially on the opportunities that you would most like to pursue.

The comments from each unit will be compiled into a collection of documents that should be easy-to-review. Thus, please limit the combined length of your responses so that they can fit on a single page. Refrain from mentioning any specific individuals in the answers you provide.

We ask that all unit heads work with their division Vice President to generate a one page document that addresses these questions for their unit or each major function that they oversee. The Vice President should provide a separate one-page document that answers the questions for the division as a whole and can be used as a cover sheet for all the functions in his/her area.

A single final survey from your division along with additional supporting surveys from each unit in your division should be emailed to the committee co-leads (details below) by Wednesday, March 14, 2018.

If you have any questions, please do not hesitate to contact the Program Effectiveness Review co-leads:

Craig Woolley (craig.woolley@wright.edu), phone: 775-4008

Dan Krane (Dan.Krane@wright.edu), phone: 775-2257

Thank you for your help with this initial look at the academic and administrative programs at Wright State University. We look forward to your recommendations for the advancement of your unit.

**Administrative Unit Strengths and Opportunities Survey**

**Instructions**

* Read the following questions:
1. Please describe your unit’s primary strengths in such areas as: *talent; facilities, space and equipment; technology; budget and financial resources; health and safety; and student success.*
2. How do you see your unit contributing to the overall mission of the University or the success of other units on campus?
3. How does your unit measure its own success? What do you see as your critical indicators of effectiveness?
4. Considering all of the points mentioned above, please provide a prioritized list of the top 3 opportunities for your unit. An opportunity includes such ideas as new projects or initiatives, the development of unit expertise, process improvements, and so forth. Consider the ideas that would most help your unit to reach its potential over the next five years.
* Use the template on the following page to record your answers to each of the questions above.
* Again, please limit your total responses to a single page.
* Submit your answers to the Vice President or head of your division

**Administrative Unit Strengths and Opportunities Survey**

**Unit Name: Unit Head:**

**Question 1: What are your unit’s primary strengths?**

**Question 2: How does your unit contribute to the mission of the University?**

**Question 3: How does your unit measure its success?**

**Question 4: What are your opportunities?**