PLANNING SUPPLEMENTAL INFORMATION

HOW TO DEVELOP CHARACTERISTICS, PERFORMANCE, TRENDS

III. Characteristics, Performance, and Trends

Using the information in the plans submitted by the programs and any information you have, discuss and analyze the program, unit, and area’s characteristics and performance. The characteristics section should describe what the program, unit, and area does or what services it provides. The performance and trends section is a more quantitative focus on what the program, unit, and area does. Give as much detail as possible.

Characteristics

Consider questions such as the following:

1. What does the program, unit, or area do?
2. What programs, services, staff, etc., make up the program, unit, or area?
3. What services does the program, unit, or area provide to further its mission?
4. Who are the customers or clients the program, unit, and area has served over the past five years and how many?
5. If this is an academic program, unit or area, explain the curriculum. When was it last updated and what changes have or will be implemented.
6. What does the program, unit or area implement for staff development.

The second part of this section, performance and trends, requires that you present quantitative data (numbers) and qualitative data (words) to document the program, unit, and area’s activities or performance. Address any significant trends in your data. Identify and discuss the effect that trends may have on the program, unit, and area’s organization, structure, and future.

Performance and Trends

Consider the following questions:

1. Has the program, unit, or area been growing, shrinking, or remaining stable over the last five years?
2. How does the program, unit, or area address diversity issues in the staffing, students, etc?
3. Have there been any changes that may affect the performance of the program, unit, or area?