Institutional Unit Annual Review (AUR)

Integrated Planning Template - Fall 2025

Note: This process is completed annually by KCCD Office Units. A full review (all sections) is submitted in odd years (e.g., 2025), and an abbreviated update (Sections I, II, III, and VI only) is submitted in even years (e.g., 2026).

Unit/Department Name:	
Enter unit name	
Review Period:	
e.g., 2024-2025	
Prepared By:	
Enter name	
Date Submitted:	
mm/dd/yyyy	

I. Executive Summary

Concisely frame the department's strategic role, major accomplishments and key metrics from the prior year, and the vision for the upcoming two-year cycle. Provide a high-level summary (target 300 words) emphasizing the unit's districtwide impact and how it supports the colleges and KCCD's strategic priorities.

Executive Summary:

Include: strategic role, major accomplishments and key metrics from prior year, and vision upcoming two-year cycle	for the
	,
II. Unit Mission & Core Services	
A. Unit Mission & Scope	
Unit Mission Statement:	
State the unit's mission	
Scope of Services and Key Functions:	
List the scope of services and key functions	
Primary Service Recipients/Customers:	
e.g., college divisions, external stakeholders	
Attach either org chart or staffing list with completed AUR.	
How the Unit Supports Student Success and Equity:	
Explain how the unit supports student success and equity through its services	

Choose File No file chosen	
Jpload current org chart or staffing list/FTEs. Include either current org chart or s AUR.	staffing list with complete
Review of Organizational Structure:	
Review the current Organizational Chart (or staffing list/FTEs) for currency	
Notable Staffing Changes:	
Note any hires, vacancies, reclassifications since the last plan	
III. Look Back: Assessment and Gap Analy	sis
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This section serves as your primary methods of evaluation. Use a table for SAOs (Administrative Unit Outcomes/AUOs) and other critical operational KPIs (workload, satisfaction, compliance, MIS accuracy).

Outcome or Indicator	SAO/KPI Description	Assessment Method(s)	Target	Prior Year Result
SAO or KPI	e.g., Service Recipient Satisfaction	e.g., Annual Customer Survey	e.g., 85% score of 'Satisfie d' or	e.g., 78% (Target Not Met)

+ Add Row

C. Gap Analysis

Gap Analysis Narrative:

Analyze gaps between targets and results. Explain unmet targets and high-performing strengths. Conduct analysis of strengths/gaps not captured in SAOs or KPIs to guide goal-setting for the next two years. Include other relevant assessment data.

IV. Look Forward: Two-Year Strategic Plan

Based on the Gap Analysis in Section III, articulate Goals for the next two years (Year 1 and Year 2). These goals should address identified gaps or capitalize on opportunities, and should align with the KCCD/College Strategic Plans, Visions 2030 Goals or relevant plan or framework for the unit. Identify goals that are specific, relevant and measurable.

Goal 1

Goal Title (Specific, Relevant, and Measurable):

e.g., Reduce average Help Desk response time by 20% by June 30, Year 2

Strategies & Action Items:

What will be done? List specific strategies and action items

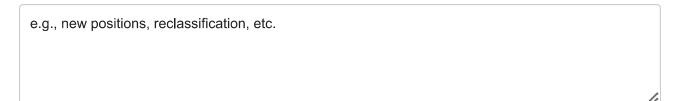
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V. Resource Requests

⁺ Add Another Goal

This section details requested resources for the next two years. Requests should be evidence-based and tied to the Goals/Gaps identified in Sections III and IV.

A. Staffing Requests



Professional Development Requests

What PD needs and opportunities have you identified for your unit?

B. Facilities Requests

e.g., equipment purchases, facility modifications, space allocation, etc.

C. Technology Requests

Includes one-time budget requests for special technology projects. Any new software request must be accompanied by an assessment/justification.

VI. Reflection & College Feedback Loop

A. Resource Follow-Up

Resource Request Follow-Up:

	summary of how prior resource ted successfully, and what barri	requests (from last year's plan) were acters were encountered	ddressed,
			1.
B. College Inpu	t & District Feedback	Loop	
This section demons	trates the use of college input t	to inform the plan.	
College Review -	How was college input inc	corporated?	
	e input, how was this incorporated or not, was all feedback addr	ted into/did it inform or revise your plan? ressed?	?
Department Resp	onse:		l.
When not incorpora	ted, how was feedback address	sed, explained and questions answered	?
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	Print/Save as PDF	Save Form Data	