Kern Community College District Logo

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 for the upcoming two-year cycle

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

B. Staffing Profile & Changes

Current Organizational Chart or Staffing List:

Choose File No file chosen

Upload current org chart or staffing list/FTEs. Include either current org chart or staffing list with completed AUR.

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 Analysis

A. Key Accomplishments & Impact

Narrative Summary of Major Projects/Initiatives:

Focus on impact and how they improved college-level service

B. Service Area Outcomes (SAOs) & Key Performance Indicators (KPIs)

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 'Satisfied' or 'Very	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

Timeline:

e.g., Year 1: Q1-Q4, Year 2: Q1-Q4

KCCD Strategic Goal Alignment (Check all that apply):

- ☐ Student Culture ☐ Student Technology ☐ Student Physical Space
- ☐ Employee Culture ☐ Employee Technology ☐ Employee Physical Space

Goal 2

Goal Title (Specific, Relevant, and Measurable):

Enter specific, relevant, and measurable goal

Strategies & Action Items:

What will be done? List specific strategies and action items

Timeline:

e.g., Year 1: Q1-Q4, Year 2: Q1-Q4

KCCD Strategic Goal Alignment (Check all that apply):

- ☐ Student Culture ☐ Student Technology ☐ Student Physical Space
- ☐ Employee Culture ☐ Employee Technology ☐ Employee Physical Space

+ Add Another Goal

V. Resource Requests

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

e.g., new positions, reclassification, etc.

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:

Provide a narrative summary of how prior resource requests (from last year's plan) were addressed, what was implemented successfully, and what barriers were encountered

B. College Input & District Feedback Loop

This section demonstrates the use of college input to inform the plan.

College Review - How was college input incorporated?

Reflecting on college input, how was this incorporated into/did it inform or revise your plan? Whether incorporated or not, was all feedback addressed?

Department Response:

When not incorporated, how was feedback addressed, explained and questions answered?

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