

## **BREWTON- PARKER COLLEGE**

### **ACADEMIC AND ADMINISTRATIVE SUPPORT SERVICES SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08**

#### **PLAN ESTABLISHED DURING 2003-04 PLANNING CYCLE**

#### **DEPARTMENTAL PURPOSE/MISSION**

The mission of the Academic and Administrative Support Services Division (A.A.S.S.) is to support the Office of Provost in its endeavor to advance the College's mission, vision and mission/vision implementation philosophy by providing leadership and support to the maintenance of quality academic programs and to provide leadership for services offered through the technology services department, campus store, campus mail service and campus dining services which meet the needs of the entire college community and which enhance the work and study experience on campus.

#### **OBJECTIVE 1**

The A.A.S.S. Division will enhance services offered by the technology services department, campus store, campus mail service and campus-dining services by providing needed services in an efficient and timely manner and lead in the development of additional and more efficient services.

#### **ACTION PLAN**

1. Regularly review area functions with departmental directors to discuss pending issues and facilitate changes.
2. Aid in creating guidelines for departmental policies and procedures where not in place. These are interdepartmental policies and procedures.
3. Represent division through contact with education division, the Provost's Cabinet and President's Council meetings that are held on a regular basis (September through May) to aid in facilitation of service related results between A.A.S.S. Division and such groups.

#### **ASSESSMENT**

1. Monitor progress through meetings and reports. Results to be documented in an annual summary report.
2. Progress of the policies and procedures for the Division's Departments and Units will be maintained.
3. Annual campus-wide survey findings and reported/documentated facilitation actions throughout academic year.

**RESPONSIBILITY**

Director for Academic and Administrative Support Services

**TIME FRAME**

Annually

**RELATED TO**

Institutional Goal #2