

Plan for Review of Administrative and Fiscal Capacity 2012-2015	Philosophy: a review of Administrative and Fiscal Capacity may result in possible programmatic adjustments in delivery of services and the overall program which will bring about improvement in student experience in CIEP.	F	F	F	S	S	S	F	F	S	S	S	F	F	S	S	S	Who?	Materials?	Expected Outcome
		R	A	A	P	P	U	A	A	P	P	S	F	F	S	S	S			
		E	L	L	R	R	M	L	L	R	R	U	A	A	P	P	P			
		N	L	L	I	I	I	L	L	I	I	M	L	L	R	R	R			
		C	1	2	G	G	E	1	2	G	G	R	1	2	G	G	R			
		Y	2	2	3	3	R	3	3	4	4	4	4	4	5	5	5			
1)Review of CIEP Expenditures	Every month the Program Coordinator and CIEP Director review the budget log report. This way they track the financial activity of the program and its financial health. The Associate Provost for International Programs receives a copy of the budget log.	M	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Program Coordinator, CIEP Director, Associate Provost for International Programs	Budget Logs Co-signed by CIEP Director and Program Coordinator	Printed Reports are signed and reviewed by the Program Coordinator and CIEP Director. The Director notes the expenditures made to date and makes necessary adjustments to spending. This monthly check helps the Director stay abreast of the financial health of the program and make adjustments so as to maintain a healthy reserve balance. .In addition, a reconciliation of accounts is done by the Program Coordinator based on information in the ACCESS Database and Student Information System.
2)Review of External Representatives	Once a year the Program Coordinator and CIEP Director review the databases pertaining to its external partners. In addition, there is a review of external partners survey instrument and its results, the handbook, and promotional materials for agents, educational partners, and external representatives .	A			x						x							Program Coordinator, CIEP Director	Agent &, Partners Databases	The review determines what agencies, representatives, or schools continue to work closely with the CIEP and which do not. Those without contact or exchanges of students may be dropped and not receive regular communications and/or promotional materials. In addition, agreements with agents are updated and signed.
3) Review of Mission Statement	Every 5 years, the CIEP re-examines its mission statement for applicability and appropriateness as it relates to the goals and activities of the program. The process is semester long and involves several staff.	5														x		CIEP Director, CIEP Staff, Associate Provost for International Programs		The review is a discussion of the mission statement to examine its content, length, meaning, implications, appropriateness, etc. The review may generate several alternative statements and finally selection of a new one or a decision to make no changes to current one.

4)Review of special programs	After each special program (usually these are done in summer) a review of the program's success is done and the Special Program Coordinator Evaluation is completed.. This includes interviews with chaperones and examining survey results from program participants.	J U N E / J U L Y					x										x	Special Program Coordinator(s) and CIEP Director	Memo or report to the director, minutes of meeting(s), Special Program Coordinator Evaluation Form	The review helps the CIEP understand what was done successfully and identify areas for improvement. This helps the CIEP develop and establish procedures, procedures, activities, and schedules for future special programs. A review of the process includes answering the question, "Were the Special Programs Procedures followed in setting up and implementing the special program?"
5)Review of equipment, materials, and other facilities necessary to operate CIEP	The CIEP Director receives information for curriculum and material needs on a regular basis from the Academic Coordinator. . A memo or report is then given to the CIEP Director about the needs of the program. In addition, information is received from CIEP faculty through the Teacher Feedback Forms done each session , discussions in Staff Meetings, and individual staff	S E M E S T E R		x		x			x		x							CIEP Director Program Coordinator	Teacher Feedback Forms	The memo and subsequent discussion help the Director budget for the current and future needs of the program. Supplies are ordered on a budget basis; later expenditures are reviewed and budget adjusted if necessary.
6)Review of CIEP Budget, resources, and enrollment with Associate Provost for International Programs and Services	The CIEP Director discusses staffing and other needs with Associate Provost for International Programs. In addition, monthly budget logs and/or annual budget plan may be used in discussions. Final approval for new employee hires rests with the Provost's Office who must sign off the Personal Action Form initiated by the CIEP.	S E M E S T E R	x		x			x		x				x				CIEP Director Associate Provost for International Programs Human Resource Services Staff Office of the Provost	Minutes of meeting or memo/ email to the Associate Provost for International Programs; personnel action form (PAF)	The updates on staffing and other needs helps the Associate Provost understand the vitality and needs of the CIEP. At this time, the CIEP Director informs the Associate Provost of the program's needs including need for: tuition increase, more staff, classrooms, office space, equipment, etc. The goal is to gauge the health of the program and see that plans are carried out and goals met. The CIEP Director also uses information gathered from the staff (<i>Teacher Feedback Forms</i> , minutes of staff meetings) when discussing needs.
7)Review for classroom needs with Registrar's Office.	The Program Coordinator and CIEP Director communicate CIEP's need for classrooms space to the UNI Registrar's Office.	S E M E S T E R	x		x		x	x		x		x	x					CIEP Director CIEP Program Coordinator UNI Registrar Staff	Minutes of meetings, email correspondence	The goal of the meeting is to update all parties regarding both classroom needs and available resources. During the meeting, possible classroom assignments and meeting times are discussed.
8)Review CIEP's activities with Leadership Team.	The CIEP is under the auspices of the Office for International Programs and Services (OIP). As such, leaders within the	M O	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Associate Provost for International	Minutes of meetings	The meetings apprise the CIEP Director of international activity on campus especially as it relates to the sub-units under the Office of International Programs.

	various OIP sub-units (CIEP, Study Abroad, and International Services) meet regularly to discuss issues and coordinate efforts related to OIP's overarching mission, subunits goals, and resource utilization. The team collaborates on setting new goals, measuring effectiveness and improving operations, including CIEP operational issues as they arise. The CIEP Director, as a member of the leadership team, reviews CIEP-related issues with team members who may offer help and advice. The CIEP Director also receives direction from the Associate Provost who chairs meetings.	N T H L Y																		Programs CIEP Director Study Abroad Director Assistant Director for International Programs International Student Advisor		Also, discussions help the director work towards the best solutions for various issues related to CIEP's operations. Finally, the purpose of the meetings helps the team determine if proposed actions are within the scope of a sub-unit or the OIP in general.
9) Review of procedures and needs with Human Resources Services staff.	The CIEP Director regularly discussed with Human Resources Services (HRS) procedures as they relate to staffing HRS oversees the hiring process and other processes related to staffing to ensure rules, laws, and guidelines are followed. In addition to discussions and email correspondence, HRS also conducts workshops on employment issues also attended by CIEP staff. New employee hires are also approved by various offices as part of the process of completing a Personal Action Form (PAF). These approvals include actions related to salary level, position description, benefits, financial reporting, etc. The Office of the Provost has the final approval on new employee hires.	W E E K L Y	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	CIEP Director and Human Resource Services Staff	Email correspondence , personnel action forms (PAF), memos, HRS homepage	This communication results in the CIEP Director follows correct procedures for staff searches, mandatory furloughs, salary levels, staff appointments, medical leaves, etc. in accordance with the rules of the university and federal and state laws.
10) Review of Staff Goals	The CIEP Director, Program Coordinator, Activities Coordinator, and Academic Support Coordinator discuss professional goals with persons under their supervision. The purpose of the discussion is to review the appropriateness/relevancy of the goal as it pertains to the overall needs of the program and to determine what support, if any, is needed to achieve the goal.	A N N U A L L Y				X												X	CIEP Director Program Coordinator Activities Coordinator	Performance Appraisal Forms	This action results in better planning and organization for achieving goals that are relevant and productive for the program. This action also results in a clearer understanding of job expectations between the employee and his or her supervisor.	