

**Table 2C: Unit Operations**

<b>Data and Information Sources</b>	<b>Frequency of Collection and Aggregation</b>	<b>Data and Information Stewards</b>	<b>Use of Data and Information</b>
<i>Departmental and Unit Financial Databases</i>	Monthly	<ul style="list-style-type: none"> <li>• Director of Financial Affairs</li> <li>• Financial Affairs Administrative Specialist</li> </ul>	Data are used to provide information to faculty and staff for making decisions about resources needs and the allocation of fiscal resources
<i>Leadership Council Agendas and Minutes</i>	Bi-weekly	<ul style="list-style-type: none"> <li>• Dean’s Office</li> <li>• Executive Secretary to Associate Dean</li> </ul>	Information is used to provide information to faculty and staff about unit and institutional issues
<i>College-Wide Faculty Meetings</i>	Monthly	<ul style="list-style-type: none"> <li>• Dean’s Office</li> </ul>	Faculty meetings provide forum for information exchange, policy discussion and voting
<i>Department Meeting Agendas and Minutes</i>	Monthly and Bi-weekly	<ul style="list-style-type: none"> <li>• Department Heads</li> <li>• Department Staff</li> </ul>	Regularly scheduled department meetings are used for discussion and decision making
<i>Student Complaints and Grievances</i>	Ongoing	<ul style="list-style-type: none"> <li>• Department Heads</li> <li>• Associate Dean</li> <li>• Dean</li> </ul>	Records of candidate complaints and grievances are kept in department offices and the Dean’s office
<i>Exceptions Board Minutes</i>	Monthly	<ul style="list-style-type: none"> <li>• Assistant Dean for Student Services</li> </ul>	Candidate appeals to the Exceptions Board are used for decision making and program improvement
<i>Academic Issues Committee (AIC) Agendas and Minutes</i>	Monthly	<ul style="list-style-type: none"> <li>• Chair of Academic Issues Committee</li> <li>• Executive Secretary to Associate Dean</li> </ul>	The AIC makes recommendations to the unit head about course and program changes.
<i>Faculty Issues Committee (FIC) Agendas and Minutes</i>	Monthly	<ul style="list-style-type: none"> <li>• Chair of Faculty Issues Committee</li> <li>• Executive Secretary to Associate Dean</li> </ul>	The FIC makes recommendations to the unit head about faculty requests