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**Divisional Review Committees (DRC) Summary Template**

1. Summarize the key assessment findings from the units in your division.

Instructions: This should not be inclusive of all findings and does not need to include findings from all units. This should be the most significant assessment findings that may impact one or more units or divisional operations or planning. Please highlight the areas of greatest significance and areas where the findings will be important to your continuous improvement efforts. These should come from your divisional meeting where you discussed assessment results from your units.

1. Please describe how assessment findings will be used to guide planning, budgeting, and improvement.

Instructions: This should not be inclusive of all findings and does not need to include findings from all units. This should be the most significant assessment findings that may impact one or more units or divisional operations or planning. Please be specific. How will the findings described above be used for improvement at the unit level or within your division? Please discuss specific continuous improvement efforts, impacts to budgeting or resource allocation, and impacts to divisional planning.

1. Describe assessment findings that rise to the institution level and discuss how they may be used to guide planning, budgeting, and institutional improvement.

Instructions: Please focus on the items that rise to the level of institutional impact and can impact or be impacted by institutional planning, budgeting, and improvement. These are typically items that are part of the strategic plan or would rise to the level of institutional level planning.

Annual Committee Feedback Section

* Please share any feedback on the assessment process from your division for the consideration of the AASAC. The committee with review and discussion process recommendations.