

Peralta Community College District

Annual Service Area Review Template

[05-25-2011]

Date Submitted:	
Service Area:	
Supervising Manager:	

- I. MISSION STATEMENT**
- II. ORGANIZATIONAL CHART [no names]**
- III. MANAGEMENT POSITIONS – SUMMARY OF RESPONSIBILITIES [no names]**
- IV. STAFF POSITIONS – SUMMARY OF RESPONSIBILITIES [no names]**
- V. THIS YEAR’S ACCOMPLISHMENTS [include goals and expected outcomes from last year’s review]**
- VI. EVIDENCE SUPPORTING THIS YEAR’S ACCOMPLISHMENTS**
- VII. EVIDENCE OF COLLABORATION**
- VIII. GOALS AND EXPECTED OUTCOMES FOR NEXT YEAR [include planning and budgeting where appropriate]**