

**SFAC Services Assessment Team
Unit Review Timeline - 2001**

	Fall Quarter	Winter Quarter	Spring Quarter
Year 1			<p><u>Week 1:</u> Request recommendations of units to be reviewed from USAC and GSA. Request response by Week 5.</p> <p><u>Weeks 6-8:</u> SAT and SFAC identify at least four units to be reviewed.</p> <p><u>Week 9:</u> Send notification letter and self-study to selected units.</p>
Year 2	<p><u>Week 1:</u> Discuss guidelines of SAT process. Request recommendations of groups to consult from USAC and GSA.</p> <p><u>Weeks 2-5:</u> Review completed self-study. Give progress report on self-study to SFAC. Discuss guidelines of site visit.</p> <p><u>Weeks 5-9:</u> Meet with unit representatives to tour site and discuss self-study.</p>	<p><u>Weeks 1-3:</u> Give progress report on site visit to SFAC.</p> <p><u>Week 4:</u> Discuss format for unit review report.</p> <p><u>Weeks 5-9:</u> Begin preparing unit review report.</p>	<p><u>Week 1:</u> Submit first draft of unit review report to SFAC.</p> <p><u>Weeks 4-6:</u> SFAC gives feedback on unit review drafts to each team.</p> <p><u>Week 7:</u> Submit final draft of unit review report to SFAC.</p> <p><u>Week 8:</u> SFAC gives final feedback on unit review reports.</p> <p><u>Week 9:</u> SFAC forwards unit review reports to Chancellor, USAC, GSA, and appropriate parties. Send copy to unit with notification of one-year follow-up meeting.</p>
Year 3			<p><u>Week 1:</u> SFAC assigns each team one of the previous year's unit review reports. Discuss guidelines of follow-up process and format for follow-up reports.</p> <p><u>Weeks 2-3:</u> Review unit report. Conduct follow-up meeting with unit representatives to discuss implementation of recommendations. Prepare brief follow-up report.</p> <p><u>Week 4:</u> Submit first draft of follow-up report to SFAC.</p> <p><u>Week 5-7:</u> SFAC gives feedback on follow-up report to each team.</p> <p><u>Week 8:</u> Submit final draft of follow-up report to SFAC.</p>

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