

Plan for Review of Administrative and Fiscal Capacity	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 R E Q U E N C Y	F A L L	F A L L	S P R I N G	S P R I N G	S U M M E R	F A L L	F A L L	S P R I N G	S P R I N G	S U M M E R	F A L L	F A L L	S P R I N G	S P R I N G	S U M M E R	F A L L	F A L L	S P R I N G	S P R I N G	S U M M E R	Who?	Expected Outcome
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.	M O N T H L Y	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Program Coordinator, CIEP Director	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 margin of profit .
2)Review of External Representatives	Each semester the Program Coordinator and CIEP Director review the databases pertaining to its external partners.	S E M E S T E R		x		x			x		x				x		x						Program Coordinator, CIEP Director	The review determine 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.
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.	M O N T H L Y				x	x																CIEP Director, CIEP Coordinators, Association Provost for International Programs	The review is a discussion of the mission statement examines 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 if done. 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 and CIEP Director	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.
5)Review of equipment, materials, and other facilities necessary to operate CIEP	The CIEP Director receives information on a regular basis from Materials & Acquisitions Coordinator for curriculum and materials needs .. Information is received through the Teacher Feedback Forms done each session , discussions in Staff Meetings (All Staff and Coordinators' Meetings), and individual staff. A memo is then given to the Director about the needs of the program.	S E M E S T E R		x		x			x		x						x	CIEP Director New Materials & Acquisitions Coordinator Program Coordinator	The memo and subsequent discussion help the Director budget for the current and future needs of the program.
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.	S E M E S T E R	x		x			x		x				x				CIEP Director Associate Provost for International Programs Human Resource Services Staff	The updates on staffing and other needs helps the Association Provost understand the vitality and needs of the CIEP. At this time, the CIEP Director informs the Associate Provost of the programs needs for more staff, classrooms, office space, equipment, etc. The goal is to gauge the health the program and see that plans are carried out and goals met. The CIEP Director also uses information gathered from the staff (see #8-Teacher Feedback forms) when discussing needs.
7)Review for classroom needs with Registrar's Office.	The Program Coordinator communicates 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			x	CIEP Director CIEP Program Coordinator UNI Registrar Staff	The goal of the meeting is to update all parties regarding both classroom needs and available resources. During the meeting, possible classroom assignments are discussed.
8)Review CIEP's role in the	The CIEP Director is a member of the International Programs	M	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	IPSAC Members	The goal of the meeting to complete tasks and

University and its contribution internationalization of the UNI campus and UNI's strategic plan.	and Services Advisory Council (IPSAC) which discusses CIEP, its contribution to Internationalism on campus, and its contribution to the University's goals. The group is made up of colleagues from around campus with experience in internationalism. The goal of the group is to promote internationalism and advise the Provost for International Programs.	O N T L Y																				led by the Associate Provost for International Programs	projects associated with internationalizing the UNI campus. The CIEP contributes to this effort and the CIEP Director's participation in IPSAC leads to his better understanding of the issues on campus which in turn help him to make better decisions for CIEP's benefit.
9)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 various OIP units meet regularly to discuss issues and coordinate efforts related to OIP's overarching mission (i.e. CIEP, Study Abroad, International Services), 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 operations with team members who may offer help and advice. The CIEP Director also receives direction from the Associate Provost who chairs meetings.	M O N T H L Y	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Associate Provost for International Programs CIEP Director Study Abroad Director Assistant Director for International Programs International Student Advisor	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. Also, discussions help the director work towards the best solutions for various issues related to CIEP's operations.
10) Review of procedures and needs with Human Resources Services staff.	The CIEP Director meets with Human Resources Services (HRS) to learn about procedures and fulfill staffing needs. In 2009, the university enacted a hiring freeze and salary freeze. This action required that all staffing changes had to be approved by the UNI Provost Office. Thus, nearly all staffing issues are documented in memos to the Associate Provost for International Programs and in turn the Provost. HRS oversees the hiring process to be sure rules, laws, and guidelines are followed. In addition to meetings, HRS also conducts workshops on employment issues also attended by CIEP staff.	W E E K L Y	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	CIEP Director and Human Resource Services Staff	The meets result in the CIEP Director conducting staff searches, mandatory furloughs, salary levels, staff appointments, medical leaves, etc. in accordance with the rules of the university and federal and state laws.