Policy on Fiscal and Physical Resources Review

Policy Availability

This policy is available to the public via the Program Handbook and Policies link on the MFT website.

MFT Program Policy for Review of Resources and Services

Consistent with V12 Accreditation Standard III, Key Elements III, A - D and Eligibility Criteria requirements for Maintenance Criteria A, the MFT Program performs a deliberative annual review of fiscal and physical resources. The three general areas for review are fiscal, physical, and academic (see page 5 for a table of all campus and program fiscal, physical, and academic resources).

Within each category, specific resources are as follows:
1. Fiscal
   a. Monetary
   b. Personnel
2. Physical Resources
   a. Administrative space
   b. Instructional Space (e.g., personnel, supplies, space for classroom, faculty offices, FamilyWorks clinic, etc.)
3. Academic Resources (e.g., library, advising, writing centers)
   a. Instructional Resources (library, writing center, etc.)
   b. Technological Resources (e.g., computers, phone, fax machines, print/copy machines, Endura audio/visual system equipment, etc. are in working order, adequate and, where required, secure, confidential, and HIPAA compliant)
   c. Student Support Services (e.g., access to counseling, financial advising, health center)

See page 6 for a table of all campus and program fiscal, physical, and academic resources

Review Process and Procedures for Faculty and Students

It is the policy of the MFT Program that each year during the latter part of the Fall semester (November or December), the program director will convene two meetings, both dedicated to a review of the above areas. These reviews must be completed in time for submission of the program's Annual Report, due January 31 of each year. The *Fiscal & Physical Resources Review Checksheet* will be employed as a means of guiding the review and ensuring a comprehensive review: 1. a faculty meeting 2. a Community Meeting 3. These reviews should be done in time for submission of the program's Annual Report, due January 31 of each year.

Review of Resources

A. Identify budgetary shortages that occurred during the previous fiscal year by listing unmet needs resulting from:
   1. budget shortages
   2. aging or outdated equipment that needs to be replaced
B. Review the adequacy of the physical resources of the MFT program.

1. Identify issues that have arisen during the academic year with respect to the level of repair in clinical and classroom spaces, halls, faculty offices and workspace, student workspace, computer access, and parking.

C. A description of any changes in the program' resources during the past reporting year.
   1. A description of any changes in program faculty/staff/supervisor numbers, budgetary resources, and/or physical space during the past reporting year.
   2. The identification of budgetary and physical plant resources to address needs, including University-wide budget pools for equipment, renovation of instructional spaces, and support for research, recruitment, and travel.
   3. Any proposals developed to fund unmet needs or requests to re-allocate financial resources from unused line items to underfunded line items.

Annual Review Process and Procedure for Faculty and Students

The *Fiscal & Physical Resources Review Checksheet* asks reviewers (faculty and students) to answer the question, "*To what extent do you agree the following resources are sufficient*?" Each faculty member answers this question independently, assessing each resource using a 1 to 4 scale where 4 = completely agree, 3 = agree, 2 = disagree, 1 = completely disagree.

The definitions of agreement/disagreement are as follows:

4 = completely agree: The resource is fully operational/effective, allowing the program to function smoothly and easily meet its mission, goals, and student learning outcomes.

3 = agree: The resource is operational/effective and generally functions well, but may to some extent hinder achievement of the program mission, goals and student learning outcomes.

2 = disagree: The resource does not always operate fully or effectively and problems, may be affecting other systems, and significantly hinders program achievement of mission, goals and student learning outcomes.

1 = completely disagree: The resource rarely functions fully or effectively. Problems adversely affect other systems or stall progress and prevent the program from achieving mission, goals and student learning outcomes.

Benchmark

A number ≤ 2 means that a given resource is insufficient and the need to review and revise is triggered. This begins with a faculty review of the *Checksheet* to identify the specific resource(s) that received an insufficient score(s). When desired/necessary, a fuller discussion of the particulars of the insufficiency is held, and an action plan is initiated.

Faculty Procedure for Reviewing Resources

Faculty complete an individual assessment of each resource on the *Checksheet*, which yields an average score of 1 through 4 for each of the 3 major areas—Fiscal Resources, Physical Resources, and Academic Resources. These three scores are entered into a grid (A, below) and

averaged to yield a single Faculty Member Average. All faculty member averages are then averaged to yield a single average across all faculty.

Grid A

Average Fiscal & Physical Assessment Score Across All Faculty						
Date Assessment Completed	Faculty Members	Fiscal Resources	Physical Resources	Academic Resources	Faculty Member Average	Average Across All Faculty
7/2019 (Pilot new benchmarks)	Jen	3.8	3.6	3.7	3.7	3.904
	Samira	3.95	3.82	4	3.9	
	Hoa	3.92	3.89	3.98	3.93	
	Tabitha	4	4	4	4	
	Martha	3.92	4	3.98	4.0	
12/2019	Jen				#DIV/0!	#DIV/0!
	Samira				#DIV/0!	
	Hoa				#DIV/0!	
	Tabitha				#DIV/0!	
	Martha				#DIV/0!	

Student Procedure for Reviewing Resources

The student review of resources follows the same procedure as the faculty review, except that a single score for each resource is arrived at through a student-led discussion in a Community Meeting. The average score for each of the three areas—fiscal, physical, and academic—are entered into a grid (B, below) and averaged to yield a single Student Average.

Grid B

Student Average				
Date Assessment Completed	Student Fiscal Resources	Student Physical Resources	Student Academic Resources	Average Across All Faculty
12/2019				#DIV/0!
12/2020				#DIV/0!
12/2021				#DIV/0!

Documentation

The final results of annual reviews done by both students and faculty will be saved on the V-drive inside the *Fiscal & Physical Resources Checksheets* folder.

Review, Revise, Improve

I. Review
    A. Identify budgetary shortages that occurred during the previous fiscal year by listing unmet needs resulting from:
        1. budget shortages

2. aging or outdated equipment that needs to be replaced
B. Review the adequacy of the physical resources of the MFT program.
   1. Identify issues that have arisen during the academic year with respect to the level of repair in clinical and classroom spaces, halls, faculty offices and workspace, student workspace, computer access, and parking.
C. A description of any changes in the program' resources during the past reporting year.
   1. A description of any changes in program faculty/staff/supervisor numbers, budgetary resources, and/or physical space during the past reporting year.
   2. The identification of budgetary and physical plant resources to address needs, including University-wide budget pools for equipment, renovation of instructional spaces, and support for research, recruitment, and travel.
   3. Any proposals developed to fund unmet needs or requests to re-allocate financial resources from unused line items to underfunded line items.

II. Revise
A. When insufficiency is identified, findings will be compiled and plans made for correction or improvement.
   1. detail the action steps and/or tasks
   2. establish completion dates
   3. assign oversight responsibilities
   4. assign follow up tracking and documentation of completion

III. Improve
A. The purpose for all changes is program maintenance and/or improvement and ongoing achievement of program mission and goals.
   1. Documentation. Items i. – iv will be documented in a faculty meeting minute. In addition, proposals or actions taken to address the insufficiencies will be noted on the *Fiscal & Physical Resources Review Checksheet*.
   2. Work orders will be submitted to Physical Plant for items and/or physical space identified for repair/update.
   3. The Program Director and/or Clinic Manager, with faculty input, will send an annual list of necessary supplies and equipment to the Department Head.
   4. The Program Director will work with the Department Head, who is responsible for the departmental budget, to request financial support for program assistance.

Informal Receipt of Information About Resources

Because the MFT program is self-contained, i.e., clinic, classroom, faculty offices, student workroom, file room, and Graduate Assistant space are all located under one roof, faculty members and many/most students are on the premises most hours of every day. Consequently, frequent face-to-face engagement between faculty and students in the halls, as asides during classes, or during scheduled or unscheduled meetings means that information is continuously being exchanged, including conversations about the FamilyWorks space. In addition, the Clinic Director has daily, ongoing contact throughout the day with students. Further, students often simply email faculty with alerts when something is broken or suggestions for improvement.

Faculty will, as always, bring students' thoughts, suggestions, perspectives, and opinions to faculty meetings for discussion and action.

The program maintains two suggestion boxes—one in the waiting room for clients and one in the student workroom for students—for those who would prefer to make suggestions anonymously. When either formal or informal suggestions are pursued, they will be documented in the faculty meetings during which they are discussed. Faculty will ask suggestions to put their suggestion in writing and email it.

Review of This Policy and *Fiscal & Physical Resources Review Checksheet*

During the faculty meeting and simultaneous with the review of resources and services themselves, faculty will
1.) complete a review of this policy, making changes as needed
2.) update the *Fiscal & Physical Resources Review Checksheet*. Changes to the *Checksheet* may include changes to existing categories and/or the addition and deletion of new sub-categories. As noted above, the review of resources and services and the review of this policy share the same date, which is reflected in this document's footer.

Table of Fiscal & Physical Resources Reviewed

I. Fiscal Resources	II. Physical Resources	III. Academic Resources
A. Monetary	**A. Administrative space**	**A. Instructional Resources**
operating budget	faculty offices	Odum Library
travel budget	equipment & supply	teaching assistants
library allocation	student record storage	eLearning resources
Faculty Research Seed Grants	client file storage	Center for Excellence in L and T
Faculty Scholarship	mail room cubby	Turnitin
instructional Improvement	**B. Instructional Space**	**B. Technological Resources**
course/curriculum development	classroom space	student program printers
professional presentation	clinical training space	internet
B. Personnel	student workspace	classroom computing equipment
Faculty	restrooms	clinical observation system
Secretarial Staff	entrance security system	communication system (phone, email)
Clinic Director	exterior & interior lights	learning management
Housekeeping	windows & doors	IT security
	walls & surfaces (painting,	emergency notification system
	HVAC	IT support & helpdesk
	furnishing & casegoods	data collection & analysis software
	floor coverings	data storage
	supplies & consumables	data collection training
	ceiling tiles	instructional technology support
		campus wide computer access
		C. Student Support Services
		Access Office
		Adult & Military Programs
		Campus Recreation
		Center for International Programs
		Counseling Center
		Dean of Students
		Division of Information Tech
		Division of Student Affairs
		Event Services
		Financial Aid Services
		Graduate School
		Health Promotions
		Information Technology Helpdesk
		Media Center
		Office of Alcohol & Drug
		Office of Career Opportunities
		Office of Social Equity
		Office of Student Life
		Office of Testing
		Online Student Support Team
		Registrar's Office & Services
		Sponsored Programs & Research
		Student Conduct Office
		Student Employment
		Student Health Center
		Student Success Center
		Writing center

This policy addresses Annual Report, Maintenance Criterion A: Ongoing Fiscal & Physical Resources and
Standard III: Infrastructure and Environmental Supports, KE III-A: Fiscal and Physical Resources
Updated Summer 2019. Scheduled for update Summer 2020.