Custom Multi-Functional Area Self-Assessment Guide

**Product Description**
To support users undertaking a Multi-Functional Area (MFA) program review, CAS offers an additional Custom MFA Self-Assessment Guide development service.

CAS Self-Assessment Guides (SAG) are tools for program review based on individual functional area standards (e.g., Academic Advising Programs, Career Services, Orientation Programs). Some institutions have found added value when combining or integrating components of individual functional areas to create a single office, department, or center with a broader and more inclusive set of responsibilities. To conduct a program review in units with multiple, integrated functional area responsibilities, CAS has developed a new publication: Implementing a Program Review of a Multi-Functional Area (MFA). The MFA document provides a detailed outline of various strategies, approaches, and philosophies an institution may take when undergoing a MFA program review.

Although many CAS users will appreciate the opportunity to develop a tool specific to their campus' needs, some may be limited by the amount of administrative support and preparatory work that is required to aggregate multiple sets of CAS standards into one MFA Self-Assessment Guide. To support users undertaking a MFA Review, CAS offers an additional Custom MFA Self-Assessment Guide development service. For those who seek this additional level of support and customization, CAS staff will:

- Work with the user to identify relevant functional area standards to include in the Custom MFA Self-Assessment Guide.
- Consult with the user to learn the purpose of the MFA review, select a desired approach for the MFA Self-Assessment Guide, and determine what additional specifications may be needed.
- Develop a Custom MFA Self-Assessment Guide, identifying standards specific to each functional area and aggregating them to create an integrated review tool for the MFA.
- Deliver a final product, to include: the integrated MFA review tool with criterion measure statements, suggested evidence, and follow-up discussion questions; the MFA Self-Assessment organization and process guide; work forms to assist the review team through the MFA review process; and CAS Contextual Statements and Standards for each individual functional area included in the MFA Review.

To request Custom MFA Self-Assessment Guide development services, complete this form and return it to CAS at executive_director@cas.edu. Following the initial consultation with a developer, the estimated development and delivery time for a Custom MFA Self-Assessment Guide is 10 business days.

We cannot accept purchase orders. Pre-payment is required for all orders.

Council for the Advancement of Standards, P.O. Box 1369, Fort Collins, CO 80522-1369 or Fax: 202-296-3286

Questions? Email: executive_director@cas.edu | Call: 202-862-1400 | Order Online: www.cas.edu

Federal ID: 52-122-8597

Updated 02/2018
Custom MFA SAG Order Form

Purchaser

Name: ___________________________________ Email: ________________________________
Title: ___________________________________ Phone: ________________________________
Institution: ______________________________

Project Contact (if different from above)

Person who will be coordinating the Multi-Functional Area program review or using the Custom Self-Assessment Guide mostly closely. Contact information will be used to schedule consultation with developer and for delivery of the final product.

Name: ___________________________________ Email: ________________________________
Title: ___________________________________ Phone: ________________________________
Institution: ______________________________

Please describe the organizational structure of your multi-functional unit.
You may consider attaching relevant mission statements, organizational charts, or links to websites that help describe your unit.

Which existing CAS Functional Area Standards should be integrated into your MFA SAG? For the full list of CAS Functional Area Standards, check www.cas.edu/standards. Note: The base price for a Custom MFA SAG is $350, which includes combining up to 3 SAGs and a 30-minute intake phone consultation. Additional functional area standards may be integrated into the Custom MFA SAG for $50 fee each.

1. _______________________________________ (4.) _____________________________________
2. _______________________________________ (5.) _____________________________________
3. _______________________________________ 

Please share any additional materials or comments here.
You may consider attaching assessment plans, goals, strategic plan documents, or other elements you would like to have integrated.

After submitting this form to executive_director@cas.edu, you will receive information on payment and how to schedule an initial consultation with the developer. Following the initial consultation, estimated development and delivery time for the final product is 10 business days.