

We must document the significance, value, and contributions student services makes toward the institution's mission and goals. In order to accomplish this, building a culture of evidence that demonstrate the are students learning (and does the learning align with learning outcomes) in non-traditional or non-functional areas that traditionally fall within student services functional area such as Academic Advising; Career Services; College Access; Veterans; Women's/Gender Programs

### Step One:

Familiarize yourself with the website section on Year Zero deliverables, resources, templates, and instructions.

### Step Two:

Familiarize yourself with the Council for the Advancement of Standards are professional standards for Higher Education. The review cycle will cover several of the 12 common criteria categories (referred to as general standards) found in the CAS functional area review handbook. Each functional area handbook is located in the SSEM Assessment folder on the OneDrive. The below categories will be addressed during this review year