

READ THIS FIRST

Operation Statement ON-LINE FORM DIRECTIONS:

You must choose to "SUBMIT" the form or "SAVE FOR LATER" before leaving the on-line form page.

These options are found by scrolling to the bottom of the form.

The form will NOT automatically save.

Sabrina cannot view or retrieve any of your answers until you have submitted your form.

Sabrina cannot see your form/answers during the "Save for Later" stage.

If you need Sabrina to safeguard or use your link to return to the form for additional work/edits, you must forward the emailed link to her.

Sabrina only sees the link if you send it to her.

Refrain from using the ENTER button on your keyboard to move from question to question.

Hitting "ENTER" will SUBMIT the form prematurely.

This is a feature of the on-line form and cannot be altered by the Form Administrator (Sabrina).

**Continue to next page for the fillable PDF version of the
On-line Operation Statement.**

Operational Statement

PHASE 1:

Please complete an initial draft of this form by late October 2021, with a final revision completed by the end of Fall 2021 semester.

This form assists the Academic Affairs Office in documenting operational structures and procedures for instructional and non-instructional units that report to the Provost's Office. It will also assist in annual reporting and HLC accreditation.

The Operation Statement takes 25 to 35 minutes to complete, depending on how many employees/members are part of your unit and how many cost centers belong to the unit. Printing and reviewing the questions prior to completing the online form will save time. A printable copy of the questions can be found in the sidebar.

This survey uses the word "Unit" to refer to the entity on which you are reporting. There are the different types of entities that may be considered a "Unit".

Here are some examples:

Academic Department (English, Business Administration, Psychology)

Academic Program (Honors, Leadership)

Office (Dean's, Records, Grad Studies)

Center (Extended Learning, Teaching & Learning, Professional Development)

Committee (Dept Chairs, Policy, PDP/PDR Review, Content Coordinators)

Council (Provost's, Dean's)

Once completed, a copy of the report will be emailed to *the person that completes the form and the Unit Leader*.

PHASE 2:

Units will be asked to document their unit-level goals on a submission form similar to this one by the end of Spring 2022 semester.

Contact Sabrina.Wille@bemidjistate.edu if you have questions about this tool or process.

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Date *(Required)*

An operational statement may be updated at any time.
Choose today's date to record the latest update.

YYYY.MM.DD

Name/Title of the person completing this form *(Required)*

List your own name and title.

Completer Last Name

Completer First Name

Completer Title

Email address of person completing this form *(Required)*

You must use your *first.last@bemidjistate.edu* email address.
A copy of this report will be emailed to this address.

Email

Name of the Unit (Department/Office/Area/Center/Council/Committee) *(Required)*

From the drop-down menu, please choose the unit on which you are reporting information.
A unit may be a department, office, area, center, council, or committee.

Unit

Does your unit offer for-credit courses?

Choose "YES" if your unit offers courses that show in the course schedule with a prefix
Choose "NO" if your unit does not offer for-credit courses.

YES

NO

Academic Discipline Prefixes

If your unit offers for-credit courses, list the Course Prefixes generated by your unit. (examples: TADT, ACCT, ED, SOWK, BIOL, NRSRG)
Choose all that apply.

ONLINE: To choose more than one response, hold down the CTRL key on a personal computer (PC), or the COMMAND key on a Mac.

Does your unit have IFO members?

Choose "YES" if any members of your unit are part of the IFO bargaining unit.
Choose "NO" if none of the unit members are part of the IFO bargaining unit.

YES

NO

Unit Leader Name and Title

List the Name, Title, and Email of the person that is the Leader of this unit.

A "Leader" might be a Chair, Supervisor, Director, Coordinator, etc.

Examples:

A Chair is the leader of an Academic Department or a Committee. A Dean is the leader of a Dean's Office. A Director might be the leader of an Office or Center.

Leader Last Name

Leader First Name

Leader Title

Unit Leader Email

As a whole entity, this unit reports to...

List the Name, Title, and Email of the person to which the entire unit reports.

Examples:

An academic department is supervised by a Dean: List the Dean's name and title.

An office might report to a Vice President: List the VP name and title.

If you are not sure of the answer, list N/A.

Supervisor Last**Supervisor First****Supervisor Title****Unit Supervisor's Email****Unit Mission/Function Statement**

Briefly describe the mission statement, purpose, vision and/or guiding principles of this unit.

Tip:

This information may be found on, and copied from, the unit's BSU webpage.

Unit Personnel

List the Name, Title, and FTE (full-time equivalent) of all people in this unit.

List assistants, professors, technicians, etc. by name.

List student workers in a way that best represents your area. You do not have to list student names. You may list them as Student Worker #1, #2, #3, etc. Or you may list them as a group that covers a certain number of hours each week.

Example of how to fill out the fields for a large group of student workers: Last name: 12 Student Workers. First Name: Admissions Office. Title: University Ambassadors. FTE: 40 hours or variable hours.

Tip: Employees shared between multiple units usually have an FTE of less than one. List N/A if you do not know the FTE

Add another page if you need more space for personnel.

Personnel Last	Personnel First	Personnel Title	Personnel FTE
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Unit Internal Structure

Some (not all!) units have internal reporting structures where different teams or people within the unit are performing different types of work and reporting within an internal hierarchy or to a single supervisor/director.

Briefly describe your unit's internal reporting structure if applicable.

List N/A if this is not applicable to your unit.

Unit Cost Centers

For each cost center that belongs to this unit, list the cost center numerical code, the name, and whether it is active (A) or inactive (I).

Cost Center Code (six digits)

Cost Center Name

Active (A) or Inactive (I)

Unit Committees

List all Committees that this unit has established.

List N/A if this unit has not established any committees.

Unit Committee Name

Unit Grants

List all grants that this unit, or its members, have initiated and/or received an award or unfunded notice.

List the name of the grant,

whether it is an "active" (A) grant (a grant that has been awarded and the project has not ended),

a grant that is "pending" (P) (in the application stage),

or a grant that was "unfunded" (U) (notified after the end of the most recent Spring semester (mid-May)

Name the Principal Investigator(s)

List N/A if this unit has zero grant activity.

Do not list Professional Improvement Grants (PIGs) or expired/completed/past grants. Only list grants that are current, pending, or received an unfunded notice since the end of the most recent Spring semester.

Grant Name

Active (A) Pending (P) Unfunded (U)

PI(s)

Unit Webpages

List the homepage address and editor(s) for any collections of webpages this unit hosts.

Example:

www.webpage.edu.

Enter "Vacant" if the unit currently doesn't have a person assigned to updating the webpage(s).

Enter N/A if your unit does not host a web presence.

Unit Home Page Address

Webpage Editor Name(s)

Unit Email Boxes

Some units have email addresses monitored by one or more people.

Examples: *student-teaching@ records@ admissions@*

List any unit email addresses owned by your unit and name the person(s) or position(s) responsible for monitoring the inbox(s).

List "Vacant" if the position that reads/distributes the email address is currently unfilled.

List N/A if your unit does not monitor a related email box.

Unit Email Address

Email Monitor Name(s)

Unit Social Media

Some units use social media to engage a target audience.

List all social media "handles" owned by this unit, and the person responsible for maintaining the account.

List "Vacant" in the "Editor" category if the currently is not updating its social media.

List N/A if this unit does not produce social media.

Social Media Handle

Social Media Editor Name(s)

General Administrative Support

List the name(s) of the person(s) currently supporting this unit with administrative assistance.

The support person may or may not be a member of this unit.

There may be more than one support person for this unit.

List "Vacant" if the support position is currently unfilled.

List N/A if this unit does not have any assistant or support person assigned.

Support Last Name, Support First Name

Purchase Card (P-Card) Holders

List every person in this unit that holds a Purchasing Card.

List N/A if no one in the unit holds a P-Card.

P-Card Holder Last Name, P-Card Holder First Name

Purchasing Support

List name(s) of people that provide purchasing support to this unit.

The person does not necessarily have to be a member of this unit.

The person may use a Purchasing Card (P-Card) to buy materials/services for this unit or they may write Requisitions/Purchase Orders on behalf of the unit.

List "Vacant" if the purchasing support position is currently unfilled.

List N/A if this unit does not have any purchasing needs.

Purchaser Last Name, Purchaser First Name

Contracting Support

List name(s) of people that provide contracting support to this unit.

The person does not necessarily have to be a member of this unit.

List "Vacant" if the contract support position is currently unfilled.

List N/A if this unit does not have any contracting needs.

Contract Support Last Name, Contract Support First Name

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