

September 19, 2023

Dear Professor Jackson,

The West Virginia University's Office of the Provost has performed a review of ADVANCE. The review was informed by a self-study provided by the unit, a stakeholder survey, and institutional data on budget and staffing. Accompanying this recommendation are two additional files: the unedited comments provided through the stakeholder survey and a summary of those comments.

The recommendation for the unit is:

- Continuance at the current level of activity
- **Continuance at the current level of activity with specific action**
- Continuance at a reduced level of activity
- Identification of the unit for further development
- Development of a cooperative unit
- Discontinuance

The key findings of the review that led to this recommendation are:

- 1) The unit is small, productive, and efficient in serving a key aspect of the mission.
- 2) Stakeholder comments are positive about the services provided but supported the specific actions below.

The following actions are required of the unit. The unit should discuss its plans to accomplish these actions with its direct supervisor.

By **May 31, 2024**, provide a report to the unit's supervisor that specifies what steps the unit has taken to:

- 1) Improve the unit's messaging to be clearer about what audiences the unit serves and what services they deliver to those audiences, including the NCFDD as an example;
- 2) Improve the reach of the unit's messaging;
- 3) Improve and update the unit's website.

The unit's leader should notify the staff within this unit of the Provost's Office recommendation by forwarding this email and attachments immediately upon receipt. It is also recommended that the unit leader hold an in-person meeting to address these recommendations and to begin developing the plans to implement what is required of the unit.

Questions about these recommendations may be addressed to the unit's supervisor in the Provost's Office.

Sincerely,

WVU Office of the Provost