

Trinity Valley Community College College Assessment and Reporting Data System

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ASSESSMENT PLAN

College/Division: Vice President of Fiscal Affairs
Department/Unit: Vice President of Fiscal Services
Planning Unit : Vice President of Fiscal Services
Administrator : Ron Baugh
Period: FY06
Plan Status: [Creating Unit Annual Plan \(UAP\)](#)
Current Date/Time: **3/9/2006 5:32:01 PM**

This plan currently has 3 outcomes.

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Add New Outcome

General Plan Information

Edit

Planning Unit
Mission :

Outcome 1

Delete

Move outcome:





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Description & Methodology

Edit

Goal
Enhance the annual budgeting process.

<p>Outcome Description Increase the ease and efficiency in completing the annual budgetary process.</p>
<p>Implementation Strategy Provide the means for administrative personnel to access and complete annual budgetary forms online. Devise means of downloading data into new year budget format/print-out.</p>
<p>Assessment Method Feedback will be obtained from administrative personnel; process will be evaluated by Vice President of Fiscal Services.</p>
<p>Criterion (Expected Outcome) Online budget forms will provide an effective and efficient means of completing budget forms. Downloading budget data will provide an effective and efficient means of preparing new year budget.</p>
<p>Relationship to Unit Mission N/A</p>
<p>Relationship to Strategic Plan Goal Aids the budgetary process by which educational and student services are provided.</p>
<p>Strategic Planning Goals 4. Enhance Educational and Student Service for Improved Student Learning</p>
<p>Operational Budget Implications none</p>
<p>Personnel Budget Implications none</p>
<p>Equipment Budget Implications none</p>
<p>Personal Notes Will work closely with Dean of Administrative Computing and possibly Dean of Information Technology in developing online forms, online workflows, and processes.</p>
<p>Outcome 2 <input type="button" value="Delete"/> Move outcome:   Return To Top</p>
<p>Description & Methodology <input type="button" value="Edit"/></p>
<p>Goal Enhance the efficiency of the Accounts Payable office.</p>
<p>Outcome Description Provide a more efficient and effective means of storing and retrieving "control" check copies.</p>
<p>Implementation Strategy Implement electronic data storage/retrieval capability to replace paper copies of checks currently stored in notebooks.</p>
<p>Assessment Method Objective will be evaluated through administrative assessment by Vice President of Fiscal Services.</p>
<p>Criterion (Expected Outcome) Electronic data storage/retrieval system will provide increased space utilization and will be an efficient method to store and retrieve "control" check copies in the Accounts Payable office.</p>
<p>Relationship to Unit Mission N/A</p>

Relationship to Strategic Plan Goal

Aids the administrative function of the college thereby enhancing educational and student services.

Strategic Planning Goals

4. Enhance Educational and Student Service for Improved Student Learning

Operational Budget Implications

additional monies not needed; will save on paper and storage costs.

Personnel Budget Implications

none

Equipment Budget Implications

none

Personal Notes

Will work closely with Dean of Administrative Computing to achieve objective.

Outcome 3

Delete

Move outcome: 

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Description & Methodology

Edit

Goal

Enhance business office functions of the college.

Outcome Description

To provide resource materials to orient and train clerical personnel in the various business office processes of the college.

Implementation Strategy

Develop an orientation and procedure manual for clerical personnel involved with the various business processes of the college.

Assessment Method

Feedback will be obtained from users of the manual. Objective will be evaluated through administrative assessment by the Vice President of Fiscal Services.

Criterion (Expected Outcome)

The orientation and procedures manual will provide a resource for clerical personnel to refer for business processes/procedures of the college.

Relationship to Unit Mission

N/A

Relationship to Strategic Plan Goal

Aids the administrative function of the college thereby enhancing the educational and student services.

Strategic Planning Goals

4. Enhance Educational and Student Service for Improved Student Learning

Operational Budget Implications

\$500 for paper/production costs

Personnel Budget Implications

none

Equipment Budget Implications

none

Personal Notes