

2017-2018 Assessment Cycle VPAF_Sponsored Programs Finance Administration & Compliance

Mission (due 12/4/17)

University Mission

The University of Louisiana at Lafayette offers an exceptional education informed by diverse worldviews grounded in tradition, heritage, and culture. We develop leaders and innovators who advance knowledge, cultivate aesthetic sensibility, and improve the human condition.

University Values

We strive to create a community of leaders and innovators in an environment that fosters a desire to advance and disseminate knowledge. We support the mission of the university by actualizing our core values of equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

University Vision

We strive to be included in the top 25% of our peer institutions by 2020, improving our national and international status and recognition.

College / VP and Program / Department Mission

Mission of College or VP-area

Provide the mission for the College or VP-area in the space provided. If none is available, write "None Available in 2017-2018."

We provide high-quality, cost-effective services in support of the research, education, and service missions of the University of Louisiana at Lafayette.

The Division is responsible for the University's physical environment and business operations that contribute to providing exceptional experiences for our students, faculty, staff, and visitors.

Mission of Program / Department

Provide the program / department mission in the space provided. The mission statement should concisely define the purpose, functions, and key constituents. If none is available, write "None Available in 2017-2018."

Sponsored Programs Finance Administration and Compliance (SPFAC) is a centralized unit, reporting to the Vice President of Administration and Finance, that strives to provide the University research community with a seamless transition from pre-award to post award activities. SPFAC provides post award management and financial oversight while ensuring compliance with federal regulations and adherence to state and university policies for all sponsored activities. SPFAC's responsibilities also include contract review and negotiation, research accounting and financial reporting, time and effort certifications, Subaward management, training and education in the administration of sponsored projects, and audit responsibilities.

Attachment (optional)

Upload any documents which support the program / department assessment process.

Assessment Plan (due 12/4/17)

Assessment Plan (Goals / Objectives, Assessment Measures and Criteria for Success)

Assessment List

Goal/Objective	Administer campus wide training to guide faculty and staff on the management of external and internal research funding and provide assistance with administering any administrative and regulatory changes and/or updates on a quarterly basis.(Imported)								
Legends	OO - Outcome/Objective (administrative units);								
Standards/Outcomes									
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Program / Department Assessment Narrative

The primary purpose of assessment is to use data to inform decisions and improve programs (student learning) and departments (operations); this is an on-going process of defining goals and expectations, collecting results, analyzing data, comparing current and past results and initiatives, and making decisions based on these reflections. In the space below, describe the program's or department's overall plan for improving student learning and/or operations (the "assessment plan"). Consider the following:

- 1) What strategies exist to assess the outcomes?
- 2) What does the program/department expect to achieve with the goals and objectives identified above?
- 3) How might prior or current initiatives (improvements) influence the anticipated outcomes this year?
- 4) What is the plan for using data to improve student learning and/or operations?
- 5) How will data be shared within the Program/Department (and, where appropriate, the College/VP-area)?

Assessment Process

The department's overall plan for improving our operations is to ensure that the research faculty and staff on campus are provided with the most up to date information related to sponsored programs and to ensure that we are adhering to contract terms especially with regards to invoicing so the University can recover costs as quickly as possible. By reaching out to the research community on a regular basis, whether by the campus wide training or the onboarding process, we are ensuring that the those responsible for the administration of sponsored projects are provided the adequate tools to complete their work. Providing these opportunities allows for continued growth and discussion and allows for the campus to see that all of the business units are here to work together for the betterment of the University.

Results & Improvements (due 9/15/18)

Results and Improvement Narratives

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		yet? Met	one trainings with faculty and staff through out the year. We have both trained individuall y in our office and gone directly to the individual needing additional training. The faculty and staff were very responsive with the trainings. Guest speakers from other departmen ts were brought in to offer guidance in areas pertinent to Sponsored Research. These sessions are continuing to engage conversati ons with the research community and administra tion to understand the needs of		
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	Indirect - Benchmarking	Has the criterion The Research Accountants will receive a notification that the previous fiscal month has been closed and	The overall average for invoicing for FY2018 was that 80% of invoices were completed by the last day of the following month. Due to the University	Invoicing_Assessment_FY18.pdf	- Assessment Process: Continuous monitoring: This goal will remain in place as it is a best practice for our office. The metrics will continue to be

		<p>will then ensure that 75% of all invoicing is generated and submitted by the last calendar day of the current month. After all invoicing has been issued, a report will be generated to track the progress and ensure that the monthly goal has been met. been met yet? Met</p>	<p>holiday closure and delay in the the processing of LaCarte card transactions, there were months when invoicing was delayed, but completed during the next month. This was done to ensure accuracy when invoicing sponsors and not over/under report expenditures .</p>		<p>captured on a monthly basis and addressed with research accountants within the office.</p>
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Reflection (Due 9/15/18)

Reflection

The primary purpose of assessment is to use data to inform decisions and improve programs and operations; this is an on-going process of defining goals and expectations, collecting results, analyzing data, comparing current and past results and initiatives, and making decisions based on these reflections. Recalling this purpose, respond to the questions below.

1) How were assessment results shared in the program / department?

Please select all that apply. If "other", please use the text box to elaborate.

Distributed via email

Presented formally at staff / department / committee meetings (selected)

Discussed informally (selected)

Other (explain in text box below)

2) How frequently were assessment results shared?

Frequently (>4 times per cycle)

Periodically (2-4 times per cycle) (selected)

Once per cycle

Results were not shared this cycle

3) With whom were assessment results shared?

Please select all that apply.

Department Head

Dean / Asst. or Assoc. Dean

Departmental assessment committee

Other faculty / staff (selected)

4) Consider the impact of prior applied changes. Specifically, compare current results to previous results to evaluate the impact of a previously reported change. Demonstrate how the use of results improved student learning and/or operations.

By providing the office with metrics for invoicing, we have been able to provide them with goals to meet and ensure that we are invoicing timely and properly. This also engages conversations to continue to improve and streamline the process.

5) Over the past three assessment cycles, what has been the overall impact of "closing the loop"? Provide examples of improvements in student learning, program quality, or department operations that are directly linked to assessment data and follow-up analysis.

SPFAC has learned that the campus continues to have a desire for knowledge to help simplify processes and assist in making grant management less complicated allowing them the time to dedicate to their research. Also, putting forth the metrics for staff to monitor allows them to track their progress and set personal goals for ensuring that their obligations and responsibilities are met.

Attachments (optional)

Upload any documents which support the program / department assessment process.

