

2016-2017 Assessment Cycle VPAF_Administrative Services

Mission (due 1/20/17)

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 / Department / Program Mission

College Mission

Provide the college mission in the space provided. If none is available, write "None Available in 2016-2017."

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.

Department / Program Mission

Provide the department / program mission in the space provided. If none is available, write "None Available in 2016-2017".

To provide the supportive services that are necessary for the achievement of the University's mission in an efficient way.

Assessment Plan (due 1/20/17)

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

Assessment List

Goal/Objective	Minimize errors associated with the open encumbrance report.		
Legends	OO - Outcome/Objective (administrative units);		
Standards/Outcomes			
Assessment Measures			
	Assessment Measure	Criterion	Attachments

	Indirect - Benchmarking	The open encumbrance report will be produced on a monthly basis. The report will be distributed to each account specialist who is responsible for the specific fund. The account specialist must reconcile each error and submitting the log to the Director who will monitor. The objective is to gain an understanding of the types and cause of errors so they can be eliminated. This will help the department to determine if staff needs more training.	
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Results & Improvements (due 9/15/17)

Results and Improvement Narratives

Assessment List Findings for the Assessment Measure level for Minimize errors associated with the open encumbrance report.

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Reflection (Due 9/15/17)

Reflection

1) How were assessment results shared in the unit?

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

Distributed via email (selected)

Presented formally at staff / department / committee meetings

Discussed informally (selected)

Other (explain in text box below)

2) How frequently were assessment results shared in the unit?

Frequently (>4 times per cycle) (selected)

Periodically (2-4 times per cycle)

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) What were the measurable or perceivable effects on your current (2016-2017) findings based on prior action

plans (created in 2015-2016)?

The total number of open encumbrances with zero balance ranged from 55-76 each month. While this number seemed high, there were various reasons that attributed to the numbers, most of which was not the result of accounts payable errors. The number of actual errors were minimum. By reviewing the report monthly, accounts payable specialist were able to document the errors and close the encumbrance.

5) What has the unit learned from the current assessment cycle?

The objective was to minimize the number of times accounts payable specialist failed to properly close encumbrances. We learned that not all open encumbrances with zero outstanding balances were due to failures by accounts payable. Banner is a new ERP system for the University (one year). There are various reasons why items showed up on the report including but not limited to: (1) the line item showed zero of a particular commodity on the encumbrance, however there were other commodities still open on the purchase order. (2) The department requested accounts payable not close the encumbrance. (3) Change order done by purchasing did not allow accounts payable to close the order.

Attachments