

2016-2017 Assessment Cycle VPAF_Comptroller

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 financial services that are necessary to meet the general expectations of the governing bodies, University staff, and University students and student organizations.

The primary responsibilities of the Comptroller's Office include:

- All financial reporting
- Budget preparation, production, and finalization
- Reconciliation of the University's bank accounts
- Preparation of most and approval of all journal entries for general ledger and operating ledger data entry
- General supervision of all business operations of the University and related financial services

Assessment Plan (due 1/20/17)

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

Assessment List

Goal/Objective	Create and disseminate instructions for obtaining department finance information through Banner Self-Service
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Legends	OO - Outcome/Objective (administrative units);		
Standards/Outcomes			
Assessment Measures			
	Assessment Measure	Criterion	Attachments
	Direct - Project	Objective will be considered met when instructions for obtaining finance information through Banner Self-Service are complete and available for department use.	

Goal/Objective	Create online approval queues for purchase requisitions to be routed electronically through the ERP system (Banner).		
Legends	OO - Outcome/Objective (administrative units);		
Standards/Outcomes			
Assessment Measures			
	Assessment Measure	Criterion	Attachments
	Direct - Project	Objective will be considered met when purchase requisitions are electronically routed through the ERP system (Banner).	

Goal/Objective	Analyze all outstanding checks over a year old and determine if the amount is still owed to the designee or should be returned to the State of Louisiana.		
Legends	OO - Outcome/Objective (administrative units);		
Standards/Outcomes			
Assessment Measures			
	Assessment Measure	Criterion	Attachments
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Results & Improvements (due 9/15/17)

Results and Improvement Narratives

Assessment List Findings for the Assessment Measure level for Create and disseminate instructions for obtaining department finance information through Banner Self-Service

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			<p>taken into consideration, and the instructions were edited accordingly. As a result, formal instructions for obtaining department finance information through Banner Self-Service were established. Please see attachment. The Communications and Marketing department sent a mass email to notify the campus of the instructions.</p>		
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Assessment List Findings for the Assessment Measure level for Create online approval queues for purchase requisitions to be routed electronically through the ERP system (Banner).

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	Direct - Project	Has the criterion Objective will be considered met when purchase requisitions are electronically routed through the ERP system (Banner). been	During fiscal year 2016-2017, the Assistant Vice President of Financial Services worked on creating online approval queues for purchase requisitions to be routed		- Policy / Process / Procedural: The requisition queues will be updated as changes in personnel occur.

		<p>met yet? Met</p>	<p>electronically through Banner. The routing was based on the University's organizational chart. The University has approximately 730 organizational units (departments). With the assistance of a Banner consultant, online approval queues were designed for the 730 organization units with additional routing for specific expenditure account types. For example, any computer purchase must be approved by the University's Chief Information Officer. Beginning on September 5, 2017, departments were able to begin entering purchase requisitions in Banner with the requisition obtaining online approvals.</p>		
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Assessment List Findings for the Assessment Measure level for Analyze all outstanding checks over a year old and determine if the amount is still owed to the designee or should be returned to the State of Louisiana.

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Direct - Project	Has the criterion Objective will be considered achieved when analysis of all outstanding checks over a year old is complete resulting in either a new check to the designee or the amount returned to the State of Louisiana. been met yet? Not met	Outstanding checks that were dated in 2014 and older were determined and appropriate notifications were sent to payees. The University either re-issued a replacement check to the designee or the outstanding check was remitted to the State of Louisiana's Unclaimed Property Division. For checks dated after 2014 to current, we determined if the outstanding checks needed to be re-issued to the payee or remitted to the State of Louisiana's Unclaimed Property Division. Two groups of outstanding checks were remitted to the State of Louisiana's Unclaimed Property Division on December 14, 2016 and June 5, 2017. This goal/objective is an on-going objective and will have to be addressed every year.		- Assessment Process: Continuous monitoring: Every year, outstanding checks will need to be evaluated to determine if they need to be re-issued to the payee or remitted to the State of Louisiana's Unclaimed Property Division.

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

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)
 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 (selected)
 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)?

Not applicable.

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

Keeping open and constant communication with other units is essential in accomplishing our unit's objectives. The processes and procedures that are being followed/regulated by our unit are allowing our goals and objectives to be met.

Attachments

Attachments

Upload any supporting documents related to your assessment plans, results, or improvements. Documents may include rubrics, survey questions, reports, etc. There is no limit to the number of documents you can upload.

Click "Select File" to upload document(s)