Assessment: Administrative Unit Four Column

De Anza College

Dept FCO - (Fin) Budget and Personnel

Administrative Unit Outcomes (AUOs)	Assessment Methods	Assessment Data Summaries	Enhancements
Budget_AUO_1 - Financial managers need to be able to review and manage their own budgets. **AUO Status:** Active **Year(s) to be Assessed:** 2014-2015, 2015-2016 **Outcome Creation Date:** 03/10/2015	**Other -** Monitor the number of inquiries received. **Target for Success:** Reduce number of inquiries by 50%.	**Program Review Reporting Year:** 2014-2015 **Target :** Target Met In coordination with ETS reports have been developed so that the financial managers have access to the information. The number of inquiries has been reduced by 80-90% (03/10/2016) **Reflection (CLICK ON ? FOR INSTRUCTIONS):** The creation of the reports and training provided all including those new to the system has led to this result of only the occasional inquiry. Training is provided by the Director of Budget and Personnel.	**Enhancement:** Target Met. Continue to work with managers and ETS to improve reporting, as needed. (12/09/2016)
Payroll_AUO_4 - All faculty will know how to find their CWID and understand the importance of including it on all payroll forms. (Active) **AUO Status:** Active **Year(s) to be Assessed:** 2010-2011 **Outcome Creation Date:** 11/05/2010	**Survey -** First assessment cycle conducted in Spring 2011. **Target for Success:** Eighty percent of the faculty will know their CWID number. Date Originally Added: 05/10/2012 **Related Documents:** surveyemails 1.doc AUOpayroll.doc	**Program Review Reporting Year:** 2010-2011 **Target :** Target Met 85% of the faculty know their CWID. (05/26/2011) **Reflection (CLICK ON ? FOR INSTRUCTIONS):** The results were satisfactory but could use improvement.	**Enhancement:** Target met. Continue to explain importance of the CWID to new faculty when on-boarding. (05/10/2012)