

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Assessment Committee MINUTES WORKING
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Date:	Time:	Location:
03/12/10 (Friday)	1:00pm-2:00 pm	President Conference Room

Members Present/Absent:				
Titles/Reps	Name	Present	Absent	Comments
Director, IRPO	Jimmy Hicks	x		
Director, Academic Program.	Karen Simion	x		
Director, VCCE	Grilly Jack	x		
Chuuk Campus IC	Alton Higashi		x	
Kosrae Campus IC	Nena Mike		x	
Pohnpei Campus IC	Maria Dison	x		
Yap Campus IC	Jon Berger		x	
FSM FMI IC	<i>Kasiano Paul</i>		x	
Faculty Staff/ Senate Rep	Joseph Saimon		x	
Faculty Staff/ Senate Rep	Faustino Yarofaisug	x		
Faculty Staff/ Senate Rep	Frankie Harris		x	
Faculty Staff/ Senate Rep	Gardner Edgar		x	
Faculty Staff/ Senate Rep	Marlo Gorospe		x	
Faculty Staff/ Senate Rep	Skipper Ittu		x	
Registrar	Joey Oducado	x		
Student Services Rep	Reedson Abraham		x	
Administrative Services Rep	Gordon Segal	x		
CRE Rep	Jackson Phillip		x	

Additional Attendees:	Jean Thoulag; Raleigh Welly
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Agenda/Major Topics of Discussion:
<ul style="list-style-type: none"> ○ IAP Handbook ○ FY 2011 Performance Budget – Administrative section

Discussion of Agenda/Information Sharing:
<p>IAP Handbook: discussion on “Properties of good Assessment Technology” from exit meeting by Accreditation Team.</p> <ul style="list-style-type: none"> ● Triangulations ● Authentic ● Impeded Assignment ● Linking Assessment to real life (actual problems) ● Keeping the momentum (not to loose interest) <p>FY 2011 Performance Budget</p> <ul style="list-style-type: none"> ● Improving Assessment plan for the FY 2011 Performance based budget. Members review and provide comments, suggestions, or recommendation on improve its objective/outputs to be SMART or SMARTER. Focus of this meeting is on review of Administrative Services Programs for Budget FY 2011. <p>FY 2011 Budget Administrative Programs Review</p> <ul style="list-style-type: none"> ■ General comments: <ul style="list-style-type: none"> ○ <i>As with Instructional Services performance budget review- since the budget has been submitted; recommended are changes in the evaluation questions to reflect improved</i>

SMARTer outcomes.

- Generally, items are not written as **outcomes/objectives but rather as outputs**.
 - Focus should be on what is the actual improvement expected. A simple way to find out are you are addressing an outcome is to ask why we are doing this activity or taking this action.
 - An example would be training either being given or received. Why are we giving or receiving training in communications protocols? It may be to improve customer service. An outcome such as “Improve administrative customer services” might be appropriate with training a strategy. Data sources could be customer service services and criteria to improve or maintain the level of customer satisfaction.
- Greater focus on effectiveness and efficiency is also needed. ***Establishment of program rubrics would greatly assist in greater focus on effectiveness and efficiency of programs and services.***
 - *Where a criterion is established it is often not SMARTer. Especially in the e – extending.*
- **In all areas, offices need to ensure that baseline data has been established.**
- The quality of the write ups and planning could be improved by offices reviewing the relevant sections of the IAP Handbook.

Comments/Upcoming Meeting Date & Time/Etc.:

- March 26, 2010 – focus on review of Budget 2011 for instructional programs (national campus)
- VIOP and Elluminate were accessible during the meeting but not use by members.

Handouts/Documents Referenced:

- IAP Handbook working document
- FY 2011 combine Performance Budget

Prepared by:	Raleigh Welly & Jimmy Hicks	Date Distributed:	4/5/2010
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Approval of Minutes Process & Responses:

Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

Action by President:	Item numbers:	Date:	Comments/Conditions:
Approved:			
Approved with conditions:			
Disapproved:			

Assessment Committee of the College of Micronesia – FSM
Assessment Plan Review & Checklist – Administrative & Student Services

Program/Service Area: _____ **Assessment Committee Member:** _____
Date: _____

Please mark your response to the following statements (numbers before the statements represent the appropriate sections from the Assessment Plan Worksheet (worksheet #2) :

Statement	Yes	NI (needs improvement or more information)	No
2-1 Unit/Office/Program: The unit/office/program is identified.			
2-2 Assessment Period: The assessment period is identified. Generally, this is a one year period and is aligned with the timeline in Appendix E of the IAP handbook regarding Program Review and Assessment Timeline.			
2-3 & 2-4 Formative or Summative Assessment: Either the formative or summative assessment category is checked depending on where the unit/office/program is in regarding its two year improvement assessment cycle. Generally the first year of the assessment cycle is devoted to formative assessment or ensuring that the improvement plan is being implemented as designed. The second year of the assessment cycle is devoted to summative assessment or determining what was the actual impact of the improvement activities. You can also see the glossary section of the IAP handbook for the definitions and differences between formative and summative assessment. Formative assessment is conducted prior to summative assessment.			
2-5 Submitted by & Date: The person directly responsible for completing the assessment plan submits the assessment plan to the committee. Generally, this is the office or program head. The assessment plan should be submitted in line with Appendix E of the IAP handbook regarding Program review and assessment timelines.			
2-5a Endorsed by: Has the plan been endorsed by the appropriate supervisors. Examples might be IC/DAP or SSC, Campus Director, Vice Presidents.			
2-6 College Mission: The approved college mission is included in the plan.			
2-7 College Strategic Goals: The appropriate college’s strategic goals that the service area addresses are referenced. Generally, a office or program will concentrate on one or two strategic goals. Assessment plans for vice presidents, campus directors, program coordinators, etc. may address multiple strategic goals.			
2-8 Unit/Office/Program Mission: The program mission submitted should follow the guidelines for mission development in the Administrative and Support Services Assessment Section of the Handbook IAP handbook. Administrative and students services missions should generally have a philosophic statement regarding the orientation of their office or program and a listing of services. The mission should have previously been endorsed by the appropriate college committee and approved by the college President.			
2-9 Unit/program goals: Improvement goals are included that represent the long term aspirations of the program and follow the SMART (Specific, Measureable, Achievable, Realistic and Time bound) approach to goals development. The program goals have been endorsed by the appropriate committee and approved by the President. A copy of the approved worksheet # 1 should be attached to the assessment plan.			
2-10 Unit/program outcomes/objectives: Improvement objectives are included that represent what the unit/program will accomplish in the specified assessment period and follow the SMART (Specific, Measureable, Achievable, Realistic and Time			

bound) approach to outcome/objectives development. At least one objective is recommended to address college wide improvement needs in the service area. At least one objective is recommended relate to immediate improvement needs of the office or service area or address needs of the specific site. Some key points: Can the objectives be related to student learning and success? Do the objectives reflect institutional/department priorities? Strategies - key points: Do the improvement strategies represent best practices? Do the improvement strategies represent previous assessment/evaluation findings and recommendations? The program objectives/strategies have been endorsed by the appropriate committee and approved by the President. A copy of the approved worksheet # 1 should be attached to the assessment plan.			
2-11 Evaluation questions: The evaluation questions adequately address the outcomes/objectives in section 2-10 and are stated in such a manner that the answers to the questions will address whether or not the outcome/objective has been meets. See the IAP handbook for <u>guidelines in developing evaluation questions</u> .			
2-12 Data sources: The data sources for the evaluation questions will provide the critical information and evidence necessary to determine if the outcome/objective has been meet. Care should be given that the data sources are not a laundry list of possible data, but an identification of data is will allow the evaluation questions to be answered and its collection is both realistic and achievable. Make sure that the data sources (including method of collection) are of sufficient quality to assist in answering the evaluation question.			
2-13 Sampling: The sampling process follows generally accepted guidelines for sampling. Generally, this section applies to surveys and collections of work exhibits. The sampling process should be realistic and achievable.			
2-14 Analysis: The type of analysis that will be used to interpret the data collected is identified. See the IAP handbook for a description of different types of analysis that can be applied. Analysis should be realistic and achievable. Also, are the analysis techniques a good fit for the data source? Are the analysis techniques reflecting generally accepted quality standards?			
2-15 Timeline: The timeline identified major activities such as surveys, major data collection points, etc.			
2-16 Activity: The activities identified reflect the major and critical points for surveys, data collection, etc.			
2-17 Who is Responsible: The person responsible for the activity in 2-16 is identified.			
2-18 Date: The date or span of dates is reasonable and can be monitored.			
2-19: Comments: Comments on the plan provide greater detail that cannot be included in the assessment plan itself.			

Notes & Comments from Reviewers (refer to appropriate section of the assessment plan)

Strategic Focus (strategic goal)	Key Result / Output (Measure)	SMART Objective/outcome + strategies/activities (from IAP worksheet #1)	Comments
Goal #1 Promote quality teaching and learning centered behaviors and environment at all six campuses.	G1.1 Seventy percent of administrative plans will have direct link in support of quality teaching and learning centered behaviors at all sites and to be measured by the institutional survey.	G1.1.1 At least 10 out of the twelve meetings of the A-Team will focus planning and support for quality teaching and learning centered behaviors.	Generally outputs and not SMARTer outcomes/objectives are provided. Improvements could include: <ul style="list-style-type: none"> • Grouping; <ul style="list-style-type: none"> ○ <i>Improve customer service and satisfaction. (rubrics for each program could specific improvement needed)</i> ○ <i>Improve program effectiveness and efficiency by establishing standards for document flow & communications (could also include quality of issues using rubrics).</i> • Second issue is what are the data sources to know if success is achieved.
Goal #3 Create adequate learning and working environment.	G3.1 At least construction of three buildings will be completed by the end of the fiscal year by a contractor. G3.2 At least 60 percent of the students, staff, faculty, and the community will respond satisfactorily on the Employee and Student Satisfaction Survey.	G3.1.1 Overseeing the development of adequate facilities to support a learning community by coordinating planning documents to FSM PMU. G3.2.1 Facilitate 4 campus and department's customer service workshops at all sites.	What is the result of the customer services meetings? Why customer service meeting?
	G3.3 Eighty percent of the administration staff will follow protocols with regards to communication and handling of services within their own units and the whole college.	G3.3.1 Coordinate with HR Office to conduct five protocol trainings at National, Pohnpei, Kosrae, Chuuk, and Yap/FMI campuses by a consultant.	What is the result of the protocol meeting? Why are protocol trainings being held?
Goal #4 Foster effective Communication.	G4.1. Survey the effectiveness of regular transmittal of minutes to determine if there is an increase of productivity of work and services.	G4.1.1 Twenty cabinet meeting minutes and results will be transmitted to all directors in the department by the VPAS secretary.	Same types of questions? Result and why?

	<p>G4.2 Three (3) site visits to Kosrae, Yap, and Chuuk for monitoring of administrative services projects and effectiveness of services.</p> <p>G4.3 Daily Management of the Department of Administrative Services to ensure effectiveness of services in all divisions and campuses.</p>	<p>G4.2.1 By the end of FY2011, three site visits will be completed by the VPAS in Chuuk, Yap, Kosrae, and Pohnpei Campuses.</p> <p>G4.3.1 Sixty percent of all services provided by each service units will be at a satisfactory level as measured by the students, college employee and community satisfaction survey.</p>	
Goal #6 Ensure sufficient and well-managed fiscal resources that maintain financial stability.	G6.1 By attending NACUBO and APAFS, it will enhance the VPAS ability to provide policy advice to the President on the college's endowment, retirement portfolios and other financial matters.	G6.1.1 By the end of the FY2011, at least two trainings in financial management will be taken by the VPAS.	Same types of questions? Result and why? This could be turned into a personal development outcome along with the site visits to the campuses.
Goal #9 Provide continuous improvement of programs and services.	G9.1 Twelve Management meetings for the department of administrative services will result in better coordination and quality services to support faculty, staff, students and community.	G9.1.1 By the end of the FY2011, twelve management meetings with programs and campuses' directors will be provided by the VPAS Office.	
	G9.2 Established at least three procedures and guidelines for improvement of programs and services system wide.	G9.2.1 By the end of the FY2011, at least three guidelines and procedures will be developed to improve services in the Department of Administrative Services.	Effectiveness and Efficiency – these are strategies.

College of Micronesia - FSM
PERFORMANCE-BASED BUDGET

Campus/Department/Office/Program
Institutional Research and Planning Office

Fiscal Year _____ Sheet _____ of _____

Strategic Focus	Key Result / Output	SMART Objective/outcome + strategies/activities	Comments
SG 9	9.1 IRPO will oversee the development and completion of the college's Strategic Plan 2012 – 2016 in FY 2011.	<p>9.1.1 Prepare by October 2010 for review by the Planning and Resources committee a plan for involvement of all aspects of the college community and stakeholders in developing the college's Strategic plan 2012 – 2016.</p> <p>9.1.2 Implement process for development of 2012 – 2016 Strategic Plan</p>	<p>Generally OK – improvement is possible in a number of areas.</p> <p>BASE Line Data?</p>

SG9	9.2 IRPO will meet or exceed planning and reporting schedules and timeline based on IRPO's planning and reporting schedule for FY 2011.	9.2. IRPO will develop a planning (including research) and reporting system in FY 2010 for use in FY 2011 to guide allocation of time and effort. 9.2.2 Monitor and track IRPO's information dissemination plan and placement of information on the IPRO web site 9.2.3 Decrease response time for specialized data request to 3 days 9.2.4 Establish through the sponsored programs committee priority areas for grant development and concentrate grant development efforts to produce additional program funding for the college.	Why?
SG9	9.3 Provide support for the college's assessment committee in monitoring and reporting on a monthly, quarterly and annual basis % of programs completing assessment plans and reports including program reviews.	9.3.1 IRPO will generate and place on the college web site semester, annual and longitudinal data to support decision making, program assessment and program review as per the reporting scheduled. 9.3.2 Provide administrative assistance to assessment committee and ensure that minutes and minute's dissemination criteria are maintained. 9.3.3 Increase capacity for preparation of assessment plans and reports through direct assistance, teleconferences and onsite training	Measure use of materials? Baseline data?

		in 1) compilation and analysis of institutional and program data for program assessment and review, 2) analysis requirements for different data resources, 3) writing of program assessment and review reports.	
SG9	9.4 Increase capacity of campus and offices to implement the college's policy on continuous improvement cycle.	9.4.1 Draft for review and approval of the planning resources committee by 10/1/2010 all processes and procedures for implementation of the policy on continuous improvement cycle. 9.4.2 Increase planning capacity at the college through site workshops that address 1) data based decision making, 2) priority setting based on program assessment and review, 3) institutional level planning, 4) linking program assessment and review to resource allocation (performance budget)	Monitoring and success criteria?

College of Micronesia – FSM PERFORMANCE-BASED BUDGET
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Campus/Department/Office/Program Human Resources Office	Fiscal Year 2011	Sheet of
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Strategic Focus (strategic goal)	Key Result / Output (Measure)	SMART Objective/outcome + strategies/activities (from IAP worksheet #1)	Comments
SG 5	5.1. Meeting Human Resources Needs per Office and Campus	5.1.1 Timely filling of vacancies and compliance with policies and procedures resulting in increase by 15% the number of recommendations from ad hoc within four weeks following closing: 1) Implement Advertising timeline procedures	Question was raised regarding the data source and how number of recommendations would be set. Outcome could be rewritten by use of rubric describing improvement.

		<ul style="list-style-type: none"> 2) Closely monitoring process by HRO 3) Training of HR campus rep. <p>5.1.2. Increase the % of new positions advertise within approved budget year where 100% of approved new positions are advertised by:</p> <ul style="list-style-type: none"> 1) Get a list of all approved new positions at least two months prior to beginning of FY 2) Coordinate directly with supervisors on timeline and monitor the process. 3) Follow established advertising timeline. 4) Implement established procedures for creating new positions. 	
SG5	5.2. Non-teaching special contract employees commence work after contracts have been approved.	<p>5.2.1. Reduced by 10% employees starting work activities without a fully processed. Strategies:</p> <ul style="list-style-type: none"> a) Implement disciplinary action b) Implement procedures of creating new positions and using special contract c) Coordinate with supervisors on starting date of contractors 	<p>Combine with 5.4 & 5.5 as improving effectiveness and efficiency.</p> <p>Should include baseline data or establishing baseline data.</p>
SG 5	5.3. Comprehensive Staff Development Program	<p>5.3.1 Implement consistent annual staff development activities on all campuses per year:</p> <ul style="list-style-type: none"> 1) Closely monitoring of campus activities through the System-wide committee and reports 2) Implement TOR 3) Initiate disciplinary action <p>5.3.2 Engage in personal professional growth through participation in annual staff development day and other campus trainings offered:</p> <ul style="list-style-type: none"> 1) All HR staff are to take part in all staff development programs at the National Campus. 2) Administrative Specialist is to enroll in one class per semester following his educational plan. 	Why staff development? What is the intended result?
SG5 SG2	5.4 Update personnel policies and procedures to meet on-going human resources needs	<p>5.4.1 Transmit 2 polices per academic year for Board's action by:</p> <ul style="list-style-type: none"> a) Complying with TOR b) Closely monitor committee's policy development plan and activities. 	
SG 5 SG8 SG 9	5.5 System-wide Administrative Support	<p>5.5.1 Provide administrative support in the form of:</p> <ul style="list-style-type: none"> 1) Advice & provide policy interpretation, research and recommendations on policies and procedures. 2) Paper processing for all new hires, PA, contracts, permit, housing, health insurance, life insurance, retirement plan, 	

		etc. 3) Processing of purchase orders for staff development program, budget preparation and management. 4) General information on new policies and procedures. 5) Administration/maintenance of Retirement Plan. 6) Reports –monthly, quarterly annually & Board. 7) Training on policies and procedures 8) Chair & serve on standing committees and others 9) Review and process PT contracts 10) Unit assessment plan and activities 11) Orientation for new hires 12) Administration of benefit programs 13) Job audit project 14) Consulting with supervisors on personnel responsibilities	
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College of Micronesia – FSM
PERFORMANCE-BASED BUDGET

Campus/Department/Office/Program
Information Technology Office

Fiscal Year
 2011

Sheet of

Strategic Focus (strategic goal)	Key Result / Output (Measure)	SMART Objective/outcome + strategies/activities (from IAP worksheet #1)	Comments
SG3: Create adequate learning and working environment.	3.1.1 IT staff will practice quality customer service to students and the college community. 3.1.2 Networked services uptime: SIS, e-mail, web etc.	3.1.1 By the end of the fiscal year 2011, one customer service workshop along with new technology training will be conducted for each IT unit at all campuses by a national campus IT staff member. 3.1.2 By the end of fiscal year 2011, improved network capabilities due to improved communications equipment and network equipment/server upgrades will be in place	Write as an Outcome – also what is the data source to know if an adequate level of customer service is being provided (Rubric development needed)
	3.1.3 Ninety percent of external virus exploits will be identified and stopped by main systems	3.1.3 Improve security for technical systems serving the college business services, student services, and administrative services	
SG4: Foster effective Communication.	4.1.1 Improve intercampus and internet communications capabilities for the college system 4.1.2 Three (3) site visits to Kosrae, Yap, and Chuuk each for monitoring of IT services, projects and effectiveness of services.	4.1.1 By the end of the FY2011, proceed with plans to provide a secondary means of communicating digital content and data between all campuses to improve effective communications and enable new potential means of intercampus instruction. 4.1.2 By the end of FY2011, three site visits will be completed by the IT Director or assigned staff to Chuuk, Yap, Kosrae, and Pohnpei Campuses.	Data source? Rubric? This and other sections might be combined into effectiveness and efficiency outcome. What is the result/outcome of the site visits?

	4.1.3. Daily Management of Office of Information Technology (IT), continuously offer oversight of IT services to ensure effectiveness of services to all divisions and campuses.	4.1.3 By the end of the FY2011, technology services provided by each IT unit will be at a satisfactory level as measured by the students, college employee and community satisfaction survey.	
SPG9 d: Develop an integrated Data System	9.1.1 SIS system will remain available and functional to all parties authorized to use it.	9.1.1 Continuously monitor, update and make necessary adjustments to the COM-FSM SIS database system	Not an outcome. Why SIS? Rubrics?

College of Micronesia - FSM
PERFORMANCE-BASED BUDGET

Campus/Department/Office/Program National/Administration/Development and Community Relations	Fiscal Year 2011	Sheet 1 of 2
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Strategic Focus (strategic goal)	Key Result / Output (Measure)	SMART Objective/outcome + strategies/activities (from IAP worksheet #1)	Comments
Strategic goal 4: Foster effective communication	4.1. To support the implementation of the enrolment management plan by increasing the number of programs and services that have promotional materials to 60%.	4.1.1. Design 10 program or service promotional brochures with program or services staff to be submitted to the Recruitment, Admission, and Retention Committee by 2010.	The strategic goal itself might be the outcome for this section with the items listed rewritten as strategies with criteria? Are data sources available? Tracking? Might also be rewritten as an outcome regarding consistent marketing of the college.
		4.1.2. Design the 2011-2013 edition of the General Catalog and print 2,000 copies by summer 2011	
	4.2. Increase the percentage of faculty and staff with standard college office documents to 20%.	4.2.1. Develop business cards for 100 faculty and staff at the National Campus by December 2010.	
Strategic goal 6: Ensure sufficient	6.1. Increase the annual fundraising	6.1.1. Develop the comprehensive endowment fundraising plan and	Rewrite as outcome.

and well-managed fiscal resources that maintain financial stability	contribution to the endowment fund by 81%	strategies handbook by December 2009.	
		6.1.2. Annually raise funds for the endowment fund utilizing the 6 local committees, the international committee, the government committee, and the alumni committee by meeting the annual target established by the board while utilizing the fundraising schemes from the fundraising schemes handbook.	
Strategic goal 7: Build a partnering and service network for community, workforce and economic development	7.1. Maintain the rating of the services provided by the development and community relation survey at 75%	7.1.1. Publicize the activities of the college by releasing 3 press releases each month.	Effectiveness and efficiency of services.
Strategic Goal 9: Provide for continuous improvement of programs, services and college environment	9.1. Support the continuous cycle of improvement at the college by participating all committee meetings and completing all committee assignments.	9.1.1. Participate in and complete assignments for the following committees: <ul style="list-style-type: none"> • Accreditation Committee • Self Study Steering Committee • Publication Committee • Endowment Fundraising Steering Committee • Planning and Resources Committee • Recruitment Admission and Retention Committee • Enrolment Management Committee • Cabinet • Assessment Committee • Sponsored Programs Committee • Facilities, Security and Maintenance Committee • Facilities and Campus Environment Committee • Information Communication Technology Committee 	

College of Micronesia - FSM PERFORMANCE-BASED BUDGET	Campus/Department/Office/Program Office of Facilities and Security	Fiscal Year FY2011	Sheet of
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Strategic Focus	Key Result / Output	SMART Objective/outcome + strategies/activities	Comments
SPG3. Create an adequate, healthy and functional learning and working			

environment.			Merge and rewrite as effectiveness and efficiency - rubrics Rubrics Standards
SPG3A Provide for adequate facilities to support a learning community	Percent of projects designed and constructions completed.	Coordinate with the FSM- PMU Office to implement 95% of design work and complete 70% of construction projects for FY2005 to FY2010 by September 2011	
SPG3B Provide for maintenance and upkeep of grounds, facilities and equipment.	Number of sites that programs are being implemented.	Implement facilities preventative maintenance programs for 4 of 5 sites by September 2011.	
	Percent of Work completed	Accommodate 95% of emergency work orders within 48 hours.	
SPG3C Provide for a safe, secure and effective college environment.	Number of events that wastes are not disposed.	Provide solid waste disposal services 3 times weekly.	
	Satisfaction survey	Ensure that all 12 buildings are satisfactorily cleaned and are accepted by majority of the college community	
		Provide Campus Security Services 24/7 for the National Campus	
SPG3D Provide mail, cargo, storage and transportation services.	Satisfaction survey	Ensure daily mail and cargo services is conducted during college operational days.	
	Monthly number of trips and request Service request reports	Ensure that 95% of sea and land transportation requests are accommodated for.	

College of Micronesia - FSM PERFORMANCE-BASED BUDGET
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Campus/Department/Office/Program Business Office	Fiscal Year 2011	Sheet of
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Strategic Focus (strategic goal)	Key Result / Output (Measure)	SMART Objective/outcome + strategies/activities (from IAP worksheet #1)	Comments
6. Ensure sufficient and well-managed fiscal resources that maintain financial stability	6.1. To provide the college's financial services to students, employees, vendors and other parties for FY 2011.	6.1.1. Budget: Obligating documents for FY 2011 (PO, TA, contracts) are certified within 5 working days, and line item budgets are monitored within the approved budget limit.	5 days is not seen as extending. What is the current time for processing documents? Baseline data?

		6.1.2. Treasury: a. Cash receipts for FY 2011 are recorded and deposited intact the next banking day. b. Payments to vendors for FY 2011 with complete documents are processed within 3 weeks.	Establishing standards and/or rubrics would be appropriate for each of these areas? Baseline data established? Might also think of these items in terms of effectiveness and efficiency.
		6.1.3. Payroll: Payroll of employees and other payroll obligations (SS and withholding taxes, allotments) for FY 2011 are paid on the scheduled pay period.	
		6.1.4. Students' records: Financial records (charges, payments, financial awards and refunds) of new and old students are recorded and monitored for FY 2011.	
	6.2. To maintain and prepare financial records and reports for the college for FY 2011, and to coordinate the completion of FY 2010 single audit with the external auditor.	6.2.1. General Accounting: FY 2011 financial records are maintained and financial statements are fairly presented.	Write as an outcome – why prepare reports and audit? Prevent deficit? Why provide grants and program reports? Standards and baseline data?
		6.2.2. Audit: Audit report for FY 2010 is completed on or before June 30, 2011.	
		6.2.3. Grants and Programs: Fiscal services and reports are provided to grants and programs being managed for FY 2011.	