**APR Goal and Outcome—2018-2019**

For descriptions and examples of all APR Goal and Outcome items, please refer to the APR How To Guide—2018-2019

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| **Section I: APR Goal Overview** |

**IA1. Program (Please type in the name of your program)**

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| ADM SRVCS Business Services |

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| --- | --- | --- | --- |
| **IA2. Other Program**   |  | | --- | |  | | **IB. Program Lead (Your first and last name)**   |  | | --- | | Amanda Bauer | |

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| --- | --- | --- |
| **IC. APR Goal Short Title:**   |  | | --- | | Professional Development – Current Software Interfaces | | **ID. APR Goal Status:**  ❑ Continuing from Last Year  X New This Year  ❑ Fast Track |

**IE. Institutional Plan(s) Addressed**

Which Institutional Plan(s) does your goal address? Check all that apply.

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| --- | --- |
| ❑ Educational Master Plan  X Strategic Action Plan  ❑ Facilities Master Plan  ❑ Integrated Plan  ❑ Guided Pathways Plan | ❑ Technology Master Plan  ❑ Human Resources Plan  ❑ Equal Employment Opportunity Plan  X Other |

If “Other” Please indicate which plan(s).

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| Annual Audit Financial Report |

**IF. Institutional Plan Goal(s) Addressed**

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| Strategic Action Plan - Goal #19 Accreditation Standards (Meet 100% of ACCJC & Other Accrediting Body Standards).  ACCJC Standard D – Financial Resources (D.1 & D.2) |

**IG. Measureable Objectives(s)**

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| To assure the financial integrity of the institution and responsible use of its financial resources by migrating paper processes of internal control structures to appropriate control mechanisms built into the District’s financial ERP software interfaces. |
| **Section II: APR Goal Measures, Anticipated Outcomes, and Activities** |

**IIA. APR Goal Measure**

Indicate the type of outcome measure you will use to measure this 2018-2019 annual program review goal:

❑ Course Student Learning Outcome (SLO) ❑ Student Achievement Outcome (SAO)

❑ Program Student Learning Outcome (PSLO) X Program Effectiveness Measures (PEM)

❑ Institutional Student Learning Outcome (ISLO) ❑ Other outcome measure type (Describe in IVE Comments)

**IIB. APR Goal Anticipated Outcome** (Rubric Criteria 1, 2, 4, 5)

Please briefly describe what outcome you expect to achieve with this particular goal in terms of its impact on student learning, student success, student achievement or the “Goal Measure” you indicated in IIA. Be sure to include a discussion of the evidence used to support your assertion, and the “benchmark” value of the goal outcome.

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| The Business Office is requesting financial resources to send 1-2 of its employee’s to three annual user group conferences (CISOA Conference, Ellucian ELive, QSS User Group) to stay abreast in the financial software used to maintain the District’s financial records. While financial regulations change on an annual basis, so does the software used to help ensure compliance to those regulations. Sending the appropriate functional users to these annual conferences ensures that the District stays up to date in the latest software changes & can continue to develop stronger control mechanisms to stay compliant on Accreditation Standards and compliance criteria set by the Department of Education & Department of Labor. |

**IIC. APR Goal Activities** (Rubric Criterion 5)

Please briefly describe the activities you intend to implement to achieve this particular goal. Include a timeline of the activities and assessment/evaluation of outcomes.

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| 1. Attend Spring Conferences (Feb, Mar & May). 2. Identify at least 1 take away project from each conference by the end of Spring 3. Develop implementation plan of identified project by summer. 4. Implement plan by fall. 5. Evaluate implementation following spring. |

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| **Section III: APR Goal and Resource Request** |

**IIIA. Required Resources Category:**

Please indicate the types of resources required to implement the activities for this APR goal.

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| --- | --- |
| ❑ Personnel: Faculty  ❑ Personnel: Classified  ❑ Personnel: Other  X Technology | X Professional Development  ❑ Facilities  ❑ Equipment or Supplies  ❑ Other (Describe in IVE Comments) |

**IIIB. Required Resources Description**

Please describe any resources you will need to implement the activities associated with this goal. Requested resources should follow from the narrative in IIC above.

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| Funding for conference expenses.  Possible software funding needs for payroll solutions (contingent on conference outcomes). |

**IIIC. One Time Start Up Costs:**

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| --- |
| $10,000 (Fund 2 employees for 3 conferences)  Technology Costs TBD |

**IIID. Annual Costs:**

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| --- |
| $10,000 (Fund 2 employees for 3 conferences per year)  Technology Costs TBD |

**IIIE. Total 5 Year Costs:**

|  |
| --- |
| $50,000  Technology Costs TBD |

**IIIF. Proposed Funding Source(s):**

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| General Fund, SEAP, Rural Technology Grant, EEO |
| **Section IV: APR Goal Additional Information** |

**IVA. Desired Start Date:**

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| Spring 2018 |

**IVB. Expected Completion Date:**

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**IVC. Is Project Ongoing with No Expected Completion Date?**

X Yes

❑ No

**IVD1. Will Other Divisions or College Areas be Impacted?**

X Yes

❑ No

**IVD2. If Yes, then Describe how Other Divisions or College Areas Would be Impacted:**

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| --- |
| Will positively affect fiscal processes across all District disciplines via payroll & financial reporting. It will also provide stronger fiscal control for grant & categorical funding. |

**IVE. Comments:**

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**IVF. Prioritization by Program Lead:**

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