

**Assessment Report Form for All WNCC Assessments
2004-2005**

Cover Sheet

*This form allows all departments or groups doing assessments at WNCC to document their assessment activities in accordance with the college's five-step approach. Each identified program or service area is required to complete an assessment of at least one outcome or objective in 2004-2005. Each part of the form is expandable by hitting the **Enter** key on your keyboard. You may attach additional information if necessary.*

Administrative assessments are coordinated by Institutional Research (Tracy Viselli.) The assessment of educational programs is coordinated by the Academic Programs Assessment Committee and Assessment Office (Ed Kingham and Cheryl Pawluk).

Assessment Report for 2004-2005 Information Signatures	
Name of Unit: (Depart., Division, Service or Educational Program)	Accounting Office, Finance and Administrative Services
Assessment Team Member/s (note person who led/chaired assessment team)	Mickey Mouse
Signature of Assessment Team Leader for Steps 1-3: (Due July 31st, 2004)	The Assessment Team completed Steps 1-3 of this study on July 30th (date) Signature: MM
Signature of Assessment Team Leader for Steps 4-5: (Due April 1, 2005)	The Assessment Team completed Steps 1-3 of this study on July 30th (date) Signature: MM
Signature of Appropriate Vice President for Steps 4-5: (Due April 1, 2005)	The Assessment Team completed Steps 4 and 5 of this study on March 30 th (date) Signature: MM

Notes on the Form

The administrative objective tables will expand as needed by hitting the Enter key. There is space to assess up to three administrative objectives, however, you can assess more or less if you choose. To create an additional administrative objective table, copy and paste the one above it and change the number in the heading. For help with this form, please visit the Institutional Research website for the form instructions.

<http://www.wncc.nevada.edu/institutional/assessment.php>

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First Administrative Objective		
Step 1a	Short Name for Applicable College and Strategic Goals (see instructions):	5. Efficient and effective administrative and support services.
Step 1b	Depart. Mission Statement:	The Accounting Office seeks to (1) provide administrators with accurate and timely financial data to assist them in the management of the institution's resources, and (2) to ensure that financial records are maintained in accordance with generally accepted accounting principles and guidelines as established by state and federal agencies.
Step 2	Administrative Objective:	Maintain financial systems in accordance with commonly accepted accounting practices.
Step 3	Means of Assessment & Criteria for Success:	The College will receive an unqualified financial audit report each year.
Step 4	Summary of Data Collected:	Audit report received within the last six months was unqualified.
Step 5	Use of Results:	Evaluate and additional year for consistency. Committee formed to identify other accounting aspects to assess for service improvements.



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Second Administrative Objective		
Step 1a	Short Name for Applicable College and Strategic Goals <small>(see instructions):</small>	5. Efficient and effective administrative and support services.
Step 1b	Depart. Mission Statement:	The Accounting Office seeks to (1) provide administrators with accurate and timely financial data to assist them in the management of the institution's resources, and (2) to ensure that financial records are maintained in accordance with generally accepted accounting principles and guidelines as established by state and federal agencies.
Step 2	Administrative Objective:	Provide monthly financial reports by object of expenditures and remaining balances to departments.
Step 3	Means of Assessment & Criteria for Success:	<p>2a. Monthly reports of expenditures and remaining balances by object of expenditure will be found to have been produced within the first three working days of the past twelve months.</p> <p>2b. 90% of departmental heads/chairs who complete a two hour workshop will agree or strongly agree with the survey item, "I understand and feel comfortable with the monthly financial statement."</p>
Step 4	Summary of Data Collected:	<p>2a. Monthly reports all found to have been produced and distributed promptly.</p> <p>2b. 93% of workshop participants reported "understanding and comfortable with financial reports;" however, attendance at workshops has sharply declined while complaints from heads/chairs have seemingly increased.</p>
Step 5	Use of Results:	<p>2a. Process is being evaluated by internal auditor in more detail to determine how much overtime the process is taking.</p> <p>2b. While the criteria for success was met, workshops are being offered four times annually and deans have agreed to require department heads/chairs to attend one of the four workshops yearly.</p>

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Third Administrative Objective		
Step 1a	Short Name for Applicable College and Strategic Goals <small>(see instructions):</small>	5. Efficient and effective administrative and support services.
Step1b	Depart. Mission Statement:	The Accounting Office seeks to (1) provide administrators with accurate and timely financial data to assist them in the management of the institution's resources, and (2) to ensure that financial records are maintained in accordance with generally accepted accounting principles and guidelines as established by state and federal agencies.
Step 2	Administrative Objective:	Process vendor statements for services promptly.
Step 3	Means of Assessment & Criteria for Success:	An analysis of ten randomly-selected vendor statements monthly will reveal that no more than an average of five working days passed between receipt and payment. No statement will be found to have taken more than 10 days to process.
Step 4	Summary of Data Collected:	Average processing of vendor statements or invoices ranged from 6.5 days to 7.2 days during past 12 months. Two statements found to be delayed 14 and 17 days due to lack of tax identification number.
Step 5	Use of Results:	Staff has indicated that this is a real problem. The submitted suggestions and staff workshops were held to improve efficiency. Vendors not providing tax identification numbers are now called within 24 hours of receipt of their statement.