Planning and Evaluation Tracking

College Year: 2006-2007

Division of: Information Systems and Technology

Person Responsible:Victor Fite

Department of: Programming Services

Person Responsible:Terry Kleffman

Purpose Statement: Provide an efficient and accurate method to electronically collect and distribute computerized information to enhance institutional performance.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1.Ensure software updates have been tested to determine impact on college processes.	1. After notification of a pending patch update, Colleague module owners (contacts) who test performance of patch upgrades and verify that patch is functional within one week and will sign a checklist of the patch update items to verify functionality. 1 to 1a (REVISED 12-01-2006) 1a. (C) After notification of a pending patch update, (A) Colleague module owners (contacts) who test performance of patch upgrades and verify that patches are functional (B) will sign a checklist of the patch update items (D) with at least 90% (E) of the patch update items verified	1.No data were collected for 2005-06.	1.Data will be collected for 2006-07 based upon the revised outcome statement which includes a measurement benchmark.

to be functional.

2. Ensure that employees have the appropriate Colleague software applications necessary for their job function(s).	2. When a change in an employee position occurs, supervisors of colleague users will request security class definition changes, if needed, prior to the employee start date. 2 to 2a (REVISED 12-01-2006) 2a. (C) After an annual notification regarding procedures for employee security class access to Colleague for new employees or employees where a change in position occurs, (A) supervisors of Colleague users (B) will request security class definition changes prior to the employee start date (D) for 90% of needed changes (E) based upon the Security Access Change Form (available on the Forms & Policies site).	2. No data were collected for 2005-06.	2. Data will be collected for 2006-07 based upon the revised outcome statement which includes a measurement benchmark.

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revised 8/1/05