



Planning and Evaluation Tracking

College Year: 2007-2008

Division of: Information Systems and
Technology

Person Responsible: Victor Fite

Department of: Programming Services

Person Responsible: Terry Kleffman

Purpose Statement:

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 to be functional.	1.No data were collected for 200-07 due to conversion to R18 of Colleague.	1.Database will be built & updates will be sent to module owner upon installation to test environment via email for approval to install in live.

2.Ensure that employees have the appropriate Colleague software applications necessary for their job function(s).	2.2.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.Requests for 06-07 are in paper format and were completed	2.All 07-08 requests for Programming Services are now being entered into Helpstar
	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).		
3.Ensure data integrity and the efficiency of data access across the network.	3.(C)After notification that all existing databases will be converted to and any new databases will be developed in SQL Server if they will be accessed by or available to multiple users across the network, (A) faculty and staff (B) will consult the database administrator	3.(NEW)	3.

regarding all new and
existing database needs (D)
for at least 50% of existing
databases and at least 80%
of new databases (E) based
upon network traffic reports

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revised 8/1/05