



Program Review
Form for External Review Committee

Non-Instructional

The ID number for this form is 89. You will need this number to update or edit your submission in the future.

NOTE: ANY CHANGES MADE ON THIS PAGE WILL NOT BE SAVED.

Your form has been submitted. Thank you.

Division	Finance and Administrative Services
Department	Purchasing/Records Retention
Program	Purchasing
Review Year	2007-2008
Names of the External Review Committee Members	<p>External Review Committee for Finance & Administrative Services</p> <p>Mike Glasscock-Chair Associate Professor – Accounting</p> <ul style="list-style-type: none">• Lou Ann Seabourn Associate Dean of Instruction• Joan Urban Instructor/Program Director – Humanities• Sherri Clowe Instructor – Mathematics & Engineering• Monty Downs Technical Director/Instructor – Speech & Theatre• Jodi Lindseth Director of Development & Outreach – KACV-TV• Tina Maloney Instructor – Child Development Lab School• Lacy Mueggenborg Assistant Director – Hereford Campus• Richard Chelf Workforce Training Coordinator – Workforce Development• Patsy Lemaster Professor/Director –

	Professional & Organizational Development
Division Overview Comments From External Review Committee	

Questions and answers from the program review appear in the gray boxes. Use this information to answer the questions on the form.

I. Office's/Department's Purpose

State the purpose of the office/department. How is this purpose within the mission of Amarillo College?

Assure the procurement of goods and services for AC in an ethical and legal manner while utilizing best practices.

Manage resources by obtaining goods and services via use of state contracts, inter-local agreements, formal bids, and price comparison quotes while maintaining the required quality levels.

Does the answer include a purpose statement for the office/department?
Does the answer indicate how this office/department is within the mission of Amarillo College?

Unacceptable

Commendation, Concern and/or Recommendation

CONCERN: This response clearly states the purpose of the Department, but it does not relate the departmental purpose to the mission of the College.

When was the last time the office's/department's purpose statement was reviewed/revised by faculty/staff in the office/department?

January, 2001, for program review. October, 2007 for PET forms.

Does the answer indicate the last time the office's/department's purpose statement was reviewed/revised by faculty and staff in the office/department?

Acceptable

Commendation, Concern and/or Recommendation

CONCERN: It would be more informative if the reader was able to see the changes. The question does not ask for the changes. However, it is hard for the reviewer to grasp changes in the department that are not cited.

Is this office/discipline required to receive approval from an external agency or organization in order to offer courses?

no

Identify any external approvers for the office/department.

Not Answered

IF the office/discipline is required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board),

Was (were) the external approver(s) for the office/department identified?

Acceptable

Commendation, Concern and/or Recommendation

What approval schedule is required by the external approver(s)?

Not Answered

Was the approval schedule required by the external approver(s) identified?

Not Applicable

Commendation, Concern and/or Recommendation

When did the office/department last receive approval?

Not Answered

When did the office/department last receive approval?

Not Applicable

Commendation, Concern and/or Recommendation

Is the reason why the office/department is required to receive this approval clear?

Not Applicable

Commendation, Concern and/or Recommendation

II. Office's/Department's Improvements Based on Planning, Evaluation and Assessment

Identify at least one example of an improvement/revision which resulted from the past five-years' annual PET forms.

Mandatory requisition training has resulted in compliance from the departments allowing Purchasing to process invoices for timely payment to vendors.

After reviewing the minimum of at least one example of an improvement/revision which resulted from the annual PET forms for the last five years, determine the extent that this department/office has used the PET forms to make improvements/revisions. Does this meet the minimum expectations for using PET forms to make improvements/revisions to the department/office?

Acceptable

Commendation, Concern and/or Recommendation

CONCERN: Please provide a link to the PET form and cite the specific item within the PET form that is being referred to. In addition, provide data to show whether this change made a significant difference for the Purchasing/Records Retention Department and/or the college.

Identify at least one example of an improvement/revision which resulted from the last Program Review.

Implementation of electronic requisitions in May, 2000, and electronic approvals in May, 2003, has resulted in a more efficient and timely purchasing process. This has enabled Purchasing to track all orders through the entire Colleague system from requisition stage thru final payment.

Implementation of the procurement card system has allowed departments an alternative method of purchasing goods and services.

After reviewing the minimum of one example of an improvement/revision which resulted from the last Program Review, determine the extent to which this program/department values the Program Review process to make improvements/revisions.

Unacceptable

Commendation, Concern and/or Recommendation

CONCERN: The reveiwer cannot truly assess whether or not the department has made an improvement based on the last program review. The last program reveiw is not referred to in this response. Were both of these processes presented in the lase program reveiw as problems or areas that need to be addressed?

STYLE ISSUE: Please change "thru" to "through."

Identify at least one example of an improvement/revision that is a response to accomplish a strategy or tactical objective within the Strategic Plan through 2010.

Strategy 5.2.3 - Purchasing of computers, printers, projectors, servers and routers will be through a centralized, coordinated purchasing process. This will allow for quantity pricing and standardization of equipment.

After reviewing a minimum of one example of an improvement/revision that is a response to accomplish a strategy or tactical objective within the *Strategic Plan through 2010*, determine the extent to which this office/department has contributed to the implementation success of the Strategic Plan. Does this office/department lack an understanding of how it relates to the institution's future based on the Strategic Plan?

Unacceptable

Commendation, Concern and/or Recommendation

CONCERN: This response does not tell how the department has currently revised a process. The report states it is addressing Strategy 5.2.3. However there is nothing in the response that shows this revision has been made. There is no data presented that shows the savings to the college.

Does this committee have recommendations as to how this office/department may contribute to the implementation of the Strategic Plan?

Not Applicable

Commendation, Concern and/or Recommendation

Provide names and titles of those who determined the process used to assess the outcomes of the office/department.

Vickie Shelton, Director of Purchasing

Mike Jager, Records Retention/Central Receiving Specialist

Maureen Hood, Purchasing Specialist

Has the office/department had a broad base of involvement from a majority of the staff within the office/department regarding implementation of student/client service or learning outcomes of the office(s) or department(s)? What recommendations does the Committee have for increasing involvement?

Acceptable

Commendation, Concern and/or Recommendation

For client/student outcome assessments, review the five-year graph(s) *quantitative* results or provide a brief narrative summary of *qualitative* results.

After completing requisition training, employees are successfully complying with electronic requisition procedures. Implementation of the Central Receiving log has resulted in better tracking of orders received and delivered.

What changes have been made in the services of the office/department because of the analysis of these results?

Purchasing now uses the Central Receiving log to track receipt of the receiving copy of purchase orders. We identified departments that were not in compliance and notified them of our PET form goal. Through this process we are seeing improvements in the timely receipt of purchase order receiving copies.

For client/student service or learning outcomes, review the five-year graph(s) *quantitative* assessment results or provide a brief narrative summary of *qualitative* assessment results.

Have any changes been made in the services of the office/department

because of the analysis of these results?

Unacceptable

Commendation, Concern and/or Recommendation

CONCERN: Is a five year graph available for purchasing and record retention?

Provide the five-year graph(s) indicating the demand for the office's/department's services.

Assess the need for the office/department.

FY2003 - 1,995 purchase orders

FY2004 - 1,789 purchase orders

FY2005 - 1865 purchase orders

FY2006 - 2,579 purchase orders

FY2007 - 3,552 purchase orders

Does the review of the five-year graph(s) of the office's/department's services demonstrate that an analysis has been used to make action plans for the future?

Will the program's/department's plan of action for improving any identified problem or results directly improve demand for the office's/department's services?

Unacceptable

Commendation, Concern and/or Recommendation

CONCERN: The numbers are impressive, but the second half of the question was ignored. The department did not assess the College's need for them to exist.

III. Resources

Library

Which of the following library collections/resources/services have been used by the staff and/or students within the past five years? (Select all that apply.)

Meeting services Seminars/conferences

Does it appear that the library collections/resources/services used by the staff and/or students within the past five years is accurate and thorough?

Acceptable

Commendation, Concern and/or Recommendation

Which 2 or 3 collections/resources/services should be improved to support Amarillo College's mission regarding teaching and service?

None identified.

Has the office/department identified why 2 or 3 collections/resources/services should be improved to support Amarillo College's mission regarding teaching and service?

Acceptable

Commendation, Concern and/or Recommendation

Does your office/department have an external approver (other than the Texas Higher Education Coordinating Board)?

no

How has the library participated in the approver's evaluation?

Not Answered

If the office/department has an external approver (other than the Texas Higher Education Coordinating Board), has the library participated in completing the approver's evaluation?

Acceptable

Commendation, Concern and/or Recommendation

What approval schedule is required by the external approver?

Not Answered

Did the office/department identify the approval schedule that is required by the external approver?

Not Applicable

Commendation, Concern and/or Recommendation

When did the office/department last receive approval?

Not Answered

Did the office/department indicate when the last approval was received?

Not Applicable

Commendation, Concern and/or Recommendation

Technology and Security/Privacy

After assessing the strengths and weaknesses of the office's/department's access to technology, what improvements would ensure that the students have access and training in the use of technology?

None identified.

Does the office's/department's assessment of strengths and weaknesses of students' access to technology and training use of technology include ways to improve both?

Commendation, Concern and/or Recommendation

What improvements would ensure that students use technology?

None identified.

Does the office's/department's answer include the improvements that would ensure students use technology? Are the recommendations of this office/department feasible?

Not Applicable

Commendation, Concern and/or Recommendation

Review office/department operations. Does any operation present the possibility for violations of security, confidentiality, or integrity of student records?

no

After a review of this office's/department's operations based on this Self-

Study and any other information available to this Committee, does any operation present the possibility for violations of security, confidentiality, or integrity of student records? If so, describe those operations and identify the violation possibility in detail.

Acceptable

Commendation, Concern and/or Recommendation

What changes need to be made to prevent violations of this nature?

Not Answered

What changes need to be made to prevent violations of this nature?

Not Applicable

Commendation, Concern and/or Recommendation

Which support services need to be strengthened to better serve the students in or served by this office/department? Explain what aspects of the services need to be strengthened.

None identified.

Do the Self-Study recommendations of this office/department for support services which need to be strengthened to better serve the students appear to have merit?

Acceptable

Commendation, Concern and/or Recommendation

Describe any indicators or problems that prevent a healthy, safe and secure environment for staff and students of this office/department.

None identified.

Are recommendations to assure a healthy, safe and secure environment for staff and students of this office/department valid? Are any of these recommendations more significant and/or urgent?

Acceptable

Commendation, Concern and/or Recommendation

Describe any indicators or problems that hamper adequate physical facilities, both on and off campus, to meet the needs of the office/department.

None identified.

Do any of the problems or concerns regarding adequate physical facilities, both on and off campus, to meet the needs of the office/department appear to be significant and/or urgent? Are there any other needs of this nature which this Self-Study didn't cite but which this Committee feel are critical based on other information? Which of these does this Committee deem most significant and/or urgent?

Acceptable

Commendation, Concern and/or Recommendation

IV. Budget

Which office/department outcomes have resulted in budget requests to date?

None at this time.

Have any of this office's/department's outcomes resulted in budget requests to date? If not, why? Was the explanation valid or reasonable?

Acceptable

Commendation, Concern and/or Recommendation

Project the office's/department's strategic initiatives for the next five years based on the office's/department's outcomes.

1. Hire additional personnel to perform Records Retention duties on a full time basis.
2. Educate and inform AC staff concerning Records Retention policies and procedures.
3. Increase budget to cover expenses associated with using updated technology for imaging, indexing, and storing of records via electronic methods.

Has this office/department been able to project strategic initiatives for the next five years based on the office's/department's outcomes? If not, what appears to be blocking this office/department from accomplishing this?

Acceptable

Commendation, Concern and/or Recommendation

CONCERN: These initiatives definitely relate to the department. However, there does not seem to be anything in the PET forms to show that these records retention items fit the outcome statements.

V. Publications

If the office/department publishes any advertising or recruitment documents (electronic or paper), do the documents accurately represent Amarillo College and the program/department?

yes

IF the office/department has published any advertising or recruitment documents (electronic or paper), check at least one copy of each document and determine whether it accurately represents Amarillo College and the office/department.

Unacceptable

Commendation, Concern and/or Recommendation

CONCERN: The reviewer would like more explanation. There is no information as to what is published and how it represents AC.

If no, explain what is inaccurate?

Not Answered

IF anything appears to be inaccurate, identify the apparent violation.

Not Applicable

Commendation, Concern and/or Recommendation

Does the office/department publish any documents (electronic or paper) with references to SACS accreditation?

no

Are the references in compliance with SACS approved statement?

Not Answered

IF the office/department has published any document(s) with a reference to SACS accreditation, are all references consistent with the approved statement? (Approved reference: Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Amarillo College.)

Not Applicable

Commendation, Concern and/or Recommendation

Which reference is not in compliance? Describe how you will assure compliance for all references in the future.

Not Answered

IF any references are inconsistent, identify all documents with the inconsistent reference(s).

Not Applicable

Commendation, Concern and/or Recommendation

IF the Self-Study did identify inconsistencies, does the plan for assuring future compliance appear to correct the problem?

Not Applicable

Commendation, Concern and/or Recommendation

IF the Self-Study did NOT identify all inconsistencies, what plan does this Committee recommend?

VI. Other

State any additional comments/concerns which may impact this office/department during the next five years.

Unknown volume of goods and services needed as a result of the passing of the bond election. Additional personnel may be needed over time and budget increases may be needed to cover costs.

Rapid changes in technology may result in a need for updated equipment to process purchase orders and bids to vendors.

IF additional comments/concerns were included in the Self-Study regarding items which may impact this office/department during the next five years, does this Committee feel that recommendations and/or concerns have merit. IF NO such items were included in the Self-Study but this Committee feels such comments or concerns are valid, cite them and include any relevant recommendations.