Program Assessment Form (Non-Academic Program)

CREES Administration

Table of Contents

General Information (Program Assessment Form (Non-Academic Program))

Standing Requirements

NMC MISSION STATEMENT & ESIP (COLUMN 1 OF THE 5-COLUMN MODEL)

Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth.ESIP:Quality and efficient administrative services to our department, institution, and the community as a whole.

OUTCOMES (COLUMN 2 OF THE 5-COLUMN MODEL)

CREES Admin Outcome Set 9.29.20

AUO 1

To prepare, process, track and close out supporting documents (that include but are not limited to the following: Purchase Orders, Time sheets, Travel Authorizations, Check Requests, Budget Documents, inventory tracking) with information provided by the programs within CREES in a timely manner.

Mapping

No Mapping

CREES Administration Outcome Set

PROCUREMENT

To prepare and process Purchases with information provided by the programs within CREES in a timely manner. To process and track purchase orders, items purchased and invoiced, to ensure timely delivery of items to programs and payments to vendors

Mapping

No Mapping

2020-2021 Assessment Cycle (2018-2019 Assessment Cycle)

MEANS OF ASSESSMENT AND SUCCESS CRITERIA (ASSESSMENT PLAN)

Mission Statement

Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth.ESIP:Quality and efficient administrative services to our department, institution, and the community as a whole.

Measures

CREES Admin Outcome Set 9.29.20

Outcome

Outcome: AUO 1
To prepare, process, track and close out supporting documents (that include but are not limited to the following: Purchase Orders, Time sheets, Travel Authorizations, Check Requests, Budget Documents, inventory tracking) with information provided by the programs within CREES in a timely manner.

Measure: Excel Spreadsheet (Purchase Orders)	
Indirect - Other	
Details/Description:	The purpose of this spreadsheet is to track the purchase orders from the original program request through closeout.
Acceptable Target:	100% of approved purchase orders from the original program request will be completed and closed out.
Ideal Target:	100% of approved purchase orders from the original program request will be completed and closed out.
Implementation Plan (timeline):	All Purchase orders will be closed out based receiving of goods and or services, or the grant period of performance, which ever comes first.
Key/Responsible Personnel:	Patricia Coleman, Interim Dean Joaquin DLGuerrero, Acting Admin Mgr Polly Omechelang, Admin Asst.

Measure: Excel Spreadsheet (Travel Authorization)	
Indirect - Other	
Details/Description:	The purpose of this spreadsheet is to track the Travel Authorizations from the original program request through closeout.
Acceptable Target:	100% of approved travel authorizations from the original program request will be completed and closed out within a timely manner.
Ideal Target:	100% of approved travel authorizations from the original program request will be completed and closed out within a timely manner.

Implementation Plan (timeline):	All Travel authorizations will be closed out 10 business days after arrival from the official travel.
Key/Responsible Personnel:	Patricia Coleman, Interim Dean Joaquin DLGuerrero, Acting Admin Mgr Polly Omechelang, Admin Asst.

SUMMARY OF DATA COLLECTED AND USE OF RESULTS (ASSESSMENT FINDINGS OR COLUMNS 4 & 5 OF THE 5-COLUMN MODEL)

Finding per Measure

CREES Admin Outcome Set 9.29.20

Outcome

Outcome: AUO 1

To prepare, process, track and close out supporting documents (that include but are not limited to the following: Purchase Orders, Time sheets, Travel Authorizations, Check Requests, Budget Documents, inventory tracking) with information provided by the programs within CREES in a timely manner.

Measure: Excel Spreadsheet (Purchase Orders)
Indirect - Other

Details/Description:	The purpose of this spreadsheet is to track the purchase orders from the original program request through closeout.
Acceptable Target:	100% of approved purchase orders from the original program request will be completed and closed out.
Ideal Target:	100% of approved purchase orders from the original program request will be completed and closed out.
Implementation Plan (timeline):	All Purchase orders will be closed out based receiving of goods and or services, or the grant period of performance, which ever comes first.
Key/Responsible Personnel:	Patricia Coleman, Interim Dean Joaquin DLGuerrero, Acting Admin Mgr Polly Omechelang, Admin Asst.

Findings for Excel Spreadsheet (Purchase Orders)

Summary of Findings:	60% - 75% of approved purchase orders and a back log of about 3 months from the original program request currently exists. See attached Document Processing Tracker.
Results :	Acceptable Target Achievement: Not Met; Ideal Target Achievement: Moving Away
Recommendations:	Because of the growth of our CREES Programs, I would recommend to add additional staff to the CREES Admin Unit to assist with the administrative

processing for all CREES Divisions. I would like to recommend at least 4 new FTE positions/staff. I recommend cross training of each staff member. By adding the 4 new FTE's and cross training all Admin staff would allow for more efficiency and continuous work flow. This would also allow for more timely processing and less backlog .

Reflections/Notes:	Cross training would ensure that the administrative processing would continue.

Substantiating Evidence:

🖥️ CREES Purchase Order Tracker (Web Link)
https://docs.google.com/spreadsheets/d/1Jpc_HM0Y9hLSyANIV3dHe5-stFrnUL1HRzx1ud_AMiA/edit?usp=sharing

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Measure: Excel Spreadsheet (Travel Authorization)
Indirect - Other

Details/Description:	The purpose of this spreadsheet is to track the Travel Authorizations from the original program request through closeout.
Acceptable Target:	100% of approved travel authorizations from the original program request will be completed and closed out within a timely manner.
Ideal Target:	100% of approved travel authorizations from the original program request will be completed and closed out within a timely manner.
Implementation Plan (timeline):	All Travel authorizations will be closed out 10 business days after arrival from the official travel.
Key/Responsible Personnel:	Patricia Coleman, Interim Dean Joaquin DLGuerrero, Acting Admin Mgr Polly Omechelang, Admin Asst.

Findings for Excel Spreadsheet (Travel Authorization)

Summary of Findings:	85% of approved Travel Requests and a back log of about 2 weeks from the original program request currently exists. See attached Document Processing Tracker.
Results :	Acceptable Target Achievement: Not Met; Ideal Target Achievement: Approaching
Recommendations:	Because of the growth of our CREES Programs, I would recommend to add additional staff to the CREES Admin Unit to assist with the administrative processing for all CREES Divisions. I would like to recommend at least 4 new FTE positions/staff. I recommend cross training of each staff member. By adding the 4 new FTE's and cross training all Admin staff would allow for more efficiency and continuous work flow. This would also allow for more timely

processing and less backlog .

Reflections/Notes: Cross training would ensure that the administrative processing would continue.

Substantiating Evidence:

CREES Travel Request Tracker (Web Link)
https://docs.google.com/spreadsheets/d/1BvobOuSfvFMJXzo_uYcBEMvQgOcXrZAirO4xEvpDFFg/edit?
usp=sharing

Overall Recommendations
No text specified

Overall Reflection
No text specified

OPERATIONAL PLAN (THIS IS WHERE YOU CAN LINK AN OUTCOME TO AN ACTION PLAN WITH OR WITHOUT A SPECIAL BUDGET REQUEST.)

STATUS REPORT (THIS SIMPLY STATES THE STATUS OF YOUR OPERATIONAL PLAN.)

2021-2022 Assessment Cycle (2018-2019 Assessment Cycle)

MEANS OF ASSESSMENT AND SUCCESS CRITERIA (ASSESSMENT PLAN OR COLUMN 3 OF THE 5-COLUMN MODEL)

SUMMARY OF DATA COLLECTED AND USE OF RESULTS (ASSESSMENT FINDINGS OR COLUMNS 4 & 5 OF THE 5-COLUMN MODEL)

USE OF RESULTS

STATUS REPORT

OPERATIONAL PLAN (THIS IS WHERE YOU CAN LINK AN OUTCOME TO AN ACTION PLAN WITH OR WITHOUT A SPECIAL BUDGET REQUEST.)

STATUS REPORT (THIS SIMPLY STATES THE STATUS OF YOUR OPERATIONAL PLAN.)

2019-2020 Assessment Cycle (Actual Cycle) (ACTUAL Data)

MEANS OF ASSESSMENT AND SUCCESS CRITERIA

SUMMARY OF DATA

USE OF RESULTS

STATUS REPORT

USE OF RESULTS

STATUS REPORT