Report:	Assessment Plan Details for: Vice Chancellor and Chief of Staff
	Report Generated by TaskStream
Workspace:	Operational Plan & Assessment Report - OPAR
Assessment Plan:	2010-11Cycle: Assessment Plan and Assessment Findings
Assessment Plan Template:	OPAR Assessment Plan
Report Generated:	Monday, February 28, 2011

Measures and Findings

Vice Chancellor and Chief of Staff 2010 - 2011

Formative Assessment of University's Strategic Plan

Begin formative assessment of five year strategic plan for the university.

Begin Formative Assessment

Begin formative assessment of five year strategic plan for the university.

Mapped to:

No Mapping

Measures & Findings

Establish feedback and discussion loops for planning units.
Institution level; Indirect - Other

Details/Description: Establish feedback and discussion loops for planning units entering OPAR information into TaskStream software.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel: Thomas Conway, Vice Chancellor and Chief of Staff; Bertha Miller, Special Assistant to the Chancellor

Supporting Attachments:

Findings for Establish feedback and discussion loops for planning units.

Summary of Findings: Mid-year report – Awaiting input by planning units.

Acceptable Target Achievement: Not Met

Recommendations : Will review after input complete

Reflections/Notes :

Substantiating Evidence:

Respond to feedback from University Assessment Committee
Institution level; Direct - Other

Details/Description: Respond to feedback from University Assessment Committee. Response delivered before beginning of next planning cycle (July 2011).

Acceptable Target: Response delivered before beginning of next planning cycle (July 2011).

Implementation Plan (timeline):

Key/Responsible Personnel: Thomas Conway, Vice Chancellor and Chief of Staff; Bertha Miller, Special assistant to the Chancellor

Supporting Attachments:

Findings for Respond to feedback from University Assessment Committee

Summary of Findings: The University Assessment Committee recommended all planning units transport OPARs into TaskStream software. At mid year that process is still in progress.

Acceptable Target Achievement: Not Met

Recommendations : Intended outcomes report for all units will be assessed for fit to Strategic Plan after transfer to TaskStream is complete.

Reflections/Notes :

Substantiating Evidence:

Strengthen Governmental Relations

Strengthen relationship with federal, state, and local agencies/entities.

Strengthen Governmental Relations

Strengthen relationship with federal, state, and local agencies/entities.

Measures & Findings

Dissemination of FSU and UNC System legislative priorities

Findings for Dissemination of FSU and UNC System legislative priorities

Mapped to:

No Mapping

Other level; Direct - Other

Details/Description: Dissemination of FSU and UNC System legislative priorities to state and federal representatives prior to the beginning of each legislative session. Direct contact and dissemination to 100% of the region's state and federal representatives.

Acceptable Target: Direct contact and dissemination to 100% of the region's state and federal representatives.

Implementation Plan (timeline):

Key/Responsible Personnel: Emily Dickens, Director of Government and Community Relations

Supporting Attachments:

Summary of Findings: Mid year – 100% of returning state and federal legislators that represent the region of North Carolina in which FSU is located have received the FSU and UNC System Legislative Agenda. Newly elected representatives have been slower to respond to evenys on campus and are being visited in their legislative offices.

Acceptable Target Achievement: Not Met

Recommendations : New relationships must be built with newly elected representatives. Information dissemination will continue.

Reflections/Notes :

Substantiating Evidence:

FSU participation in planned UNC System Legislative Day

Details/Description: FSU will participate in planned UNC System Legislative Day at the State Capital.

Acceptable Target: 10 faculty, staff, and administrators will visit legislative offices.

Implementation Plan (timeline):

Key/Responsible Personnel: Emily Dickens, Director of Government and Community Relations

Supporting Attachments:

Findings for FSU participation in planned UNC System Legislative Day

Summary of Findings: Mid-year – Not yet scheduled

Acceptable Target Achievement: Not Met

Recommendations : Will assess after event.

Reflections/Notes :

Substantiating Evidence:

Effective Human Resources OPAR

Monitor and assess progress toward intended outcomes for Human Resources OPAR

Effective Human resources OPAR

Monitor and assess progress toward intended outcomes for Human Resources OPAR.

Mapped to:

No Mapping

Measures & Findings

Interim review of Human Resources OPAR

Program level; Direct - Other

Details/Description: Conduct interim review of Human Resources OPAR by 2/15/2011.

Acceptable Target: 100% of Intended Outcomes judged - satisfactory progress.

Implementation Plan (timeline):

Key/Responsible Personnel: Thomas Conway, Vice Chancellor and Chief of Staff

Supporting Attachments:

Findings for Interim review of Human Resources OPAR

Summary of Findings: Interim review completed. Progress toward intended outcomes is sufficient in 5 out of 6 HR areas of responsibility.

Acceptable Target Achievement: Met

Recommendations : Additional monitoring and training will be necessary for HR data entry area.

Reflections/Notes :

Substantiating Evidence:

Review and approve Human Resources OPAR for 2011 – 2012

Program level; Direct - Other

Details/Description: Review and approve Human Resources OPAR for 2011 – 2012 by 8/31/2011.

Acceptable Target: 100% of Intended Outcomes judged relevant and measurable.

Implementation Plan (timeline):

Key/Responsible Personnel: Thomas Conway, Vice Chancellor and Chief of Staff

Supporting Attachments:

Findings for Review and approve Human Resources OPAR for 2011 – 2012

Summary of Findings: Will occur in August, 2011

Acceptable Target Achievement: Not Met

Recommendations : N/A

Reflections/Notes :

Substantiating Evidence:

Year end review of Human Resources OPAR
Program level; Direct - Other

Details/Description: Conduct year end review of Human Resources OPAR by 7/31/2011

Acceptable Target: 100% of Intended Outcomes meet established targets.

Implementation Plan (timeline):

Key/Responsible Personnel: Thomas Conway, Vice Chancellor and Chief of Staff

Supporting Attachments:

Findings for Year end review of Human Resources OPAR

Summary of Findings: Will occur in July, 2011

Acceptable Target Achievement: Not Met

Recommendations : N/A

Reflections/Notes :

Substantiating Evidence:

Effective Admissions OPAR

Monitor and assess progress toward intended outcomes for Undergraduate Admissions OPAR.

Effective Undergraduate Admissions OPAR

Monitor and assess progress toward intended outcomes for Undergraduate Admissions OPAR.

Mapped to:

No Mapping

Measures & Findings

Complete interim review of Undergraduate Admissions OPAR
Program level; Direct - Other

Details/Description: Complete interim review of Undergraduate Admissions OPAR by 2/15/2011.

Acceptable Target: 100% of Intended Outcomes judged - satisfactory progress.

Implementation Plan (timeline):

Key/Responsible Personnel: Thomas Conway, Vice Chancellor and Chief of Staff

Supporting Attachments:

Findings for Complete interim review of Undergraduate Admissions OPAR

Summary of Findings: Mid-year – Interim review completed. Data indicates the Admissions office is ahead of target projections on 4 of their 5 intended outcomes. Only the projected increase in average SAT socoes for CHEER admits is below the target at mid year.

Acceptable Target Achievement: Met

Recommendations : The target of a 10 point increase for CHEER program admits was probably unrealistic given the significant increase in 2009 – 2010. The target will be reviewrd in that light.

Reflections/Notes :

Substantiating Evidence:

Complete year end review of Undergraduate Admissions OPAR
Program level; Direct - Other

Details/Description: Complete year end review of Undergraduate Admissions OPAR by 7/31/2011.

Acceptable Target: 100% of Intended Outcomes meet established targets.

Implementation Plan (timeline):

Key/Responsible Personnel: Thomas Conway, Vice Chancellor and Chief of Staff

Supporting Attachments:

Findings for Complete year end review of Undergraduate Admissions OPAR

Summary of Findings: Will occur in July, 2011

Acceptable Target Achievement: Not Met

Recommendations : N/A

Reflections/Notes :

Substantiating Evidence:

Review and approve Undergraduate Admissions OPAR for 2011 – 2012 .
Program level; Direct - Other

Details/Description: Review and approve Undergraduate Admissions OPAR for 2011 – 2012 by 8/31/2011.

Acceptable Target: 100% of Intended Outcomes judged relevant and measurable.

Implementation Plan (timeline):

Key/Responsible Personnel: Thomas Conway, Vice Chancellor and Chief of Staff

Supporting Attachments:

Findings for Review and approve Undergraduate Admissions OPAR for 2011 – 2012 .

Summary of Findings: Will occur in August, 2011

Acceptable Target Achievement: Not Met

Recommendations : N/A

Reflections/Notes :

Substantiating Evidence:

Strengthen Administrative Processes

Identify and strengthen weak administrative processes through assertive internal audit activity.

Strengthen Administrative Processes

Identify and strengthen weak administrative processes through assertive internal audit activity.

Mapped to:

No Mapping

Measures & Findings

Annual Internal Audit Review Plan

Program level; Direct - Other

Details/Description: Develop and seek approval by the Chancellor of an annual Internal Audit Review Plan by September 1, 2010.

Acceptable Target: 100% of Intended Outcomes judged relevant and measurable.

Implementation Plan (timeline):

Key/Responsible Personnel: Thomas Conway, Vice Chancellor and Chief of Staff

Supporting Attachments:

Findings for Annual Internal Audit Review Plan

Summary of Findings: Plan approved by Chancellor prior to September Board of Trustees Meeting.

Acceptable Target Achievement: Met

Recommendations : Annual audit plan is in progress.

Reflections/Notes :

Substantiating Evidence:

Progress of internal auditors on approved annual plan

Program level; Direct - Other

Details/Description: Monitor progress of internal auditors on approved annual plan and special audit requests

Acceptable Target: 100% of Intended Outcomes judged - satisfactory progress at Mid-year..

Implementation Plan (timeline):

Key/Responsible Personnel: Thomas Conway, Vice Chancellor and Chief of Staff

Supporting Attachments:

Findings for Progress of internal auditors on approved annual plan

Summary of Findings: Mid-year – Annual audit plan is on track. Completed 5 audits, 4 in process, and 7 to start; also 2 special requested investigative reviews in process.

Acceptable Target Achievement: Met

Recommendations : Will review in July, 2011

Reflections/Notes :

Substantiating Evidence:

Unit responses to internal audit recommendations

Details/Description: Monitor unit responses to internal audit recommendations for process improvements.

Acceptable Target: 100% of units audited by internal auditors respond to audit recommendations.

Implementation Plan (timeline):

Key/Responsible Personnel: Thomas Conway, Vice Chancellor and Chief of Staff

Supporting Attachments:

Findings for Unit responses to internal audit recommendations

Summary of Findings: All units in which internal audits have been conducted have responded to audit recommendations. Follow-up audits on units audited in previous years indicate continued improvements in processes.

Acceptable Target Achievement: Met

Recommendations : Will review at end of cycle.

Reflections/Notes :

Substantiating Evidence:

Improve Data Quality

Improve quality of university institutional effectiveness data and data usage.

Improve Institutional Data Quality

Improve quality of university institutional effectiveness data and data usage.

Mapped to:

No Mapping

Measures & Findings

Focus Group of campus data stewards

Other level; Indirect - Focus Group

Details/Description: Convene quarterly focus groups of key university data stewards to identify and make plans to address data quality issues that impede operational efficiency.

Findings for Focus Group of campus data stewards

Summary of Findings: Mid-year – Project delayed.

Acceptable Target Achievement: Not Met

Acceptable Target: Identify strategies for improvement or resolution of 2 or 3 data quality issues each academic year.

Implementation Plan (timeline):

Key/Responsible Personnel: Thomas Conway, Vice Chancellor and Chief of Staff

Supporting Attachments:

Recommendations : Will convene group this Spring.

Reflections/Notes :

Substantiating Evidence: