

ALS 2011-12

Increase administrative capacity, resources and efficiencies to match growing demand and students needs

Summary:

With reduced support services across campus, limited FTE for administrative support, the department will review processes and tools to document efficiencies, improve organization and documentation and propose solutions to the continuing challenges of increased numbers of students and decreased resources.

Description

Questions and Answers

How is the initiative linked to the Unit Plans most recently submitted?

1. How does it continue the achievement of those goals?
2. If this is a continuation of an initiative started last year, make sure that relationship is clear.

How is this initiative linked to the efficiencies and productivities plans you had last year?

1. How does it continue the achievement of these plans?
2. If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.

Describe the resources needed:

What specific measurable program outcomes do you expect to achieve with this initiative? The outcomes should be specific enough to be measurable. Also, outline the method that will be used to determine the results.

List of questions related to office processes.

Documentation (shared drive, wiki or other method) of processes.

Partnership projects with other departments including action plans for improvements: Housekeeping, budget office, HR, Tutoring Services, CES.

Department Priority:

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Unit Resources:

faculty, staff, manager time

technology

Funding Request: Carl Perkins

Funding Request: Curriculum Development

Funding Request: Technology Fee