

Administrative Unit Assessment Report

Assessment is a term commonly used to encompass the process of gathering and using evidence to guide improvements.

SACSCOC requires that "The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results".

Be sure to **SAVE** your progress as you work!

Administrative Unit
Facilities

Submission Year
2020-2021

Assessment Coordinator Name
Jeffrey S Beaver

Enter Assessment Coordinator Email
jbeaver@lander.edu

Unit Goal

Goal

Goal 1

Unit Goals are broad statements that describe the overarching long-range intended outcomes of an administrative unit. They support the Institution's Mission/Goals.

Unit Goal

Work orders to be completed in a two day or less time frame. Continued replacement of outdated or failing equipment, appliances and fixtures with a lower cost, energy efficient alternative. Filling all vacant positions with highly qualified staff to ensure the continued quality workmanship.

Pillar of Success Supported

Facilities Positioned for Growth and Efficient Utilization

Outcomes

Outcome 1

Outcomes are specific, **measurable** statements that reflect the broader goals. They will primarily describe what the unit is going to do and what its impact will be on students and other key stakeholders (alumni, parents, employers, etc.).

Most administrative units measure **Operational Outcomes** which describe the level of performance of an operational aspect of a program or office (ex. number of services provided, timeliness of a process).

Some units may measure **Student Learning Outcomes** which describe knowledge, skills, and values that students are expected to gain as a result of their educational experiences (ex. Student Wellness Program may measure student knowledge of healthy habits.)

What type of Outcome would you like to add?

Operational Outcome

Enter Outcome

Improved living and working conditions as well as an updated appearance to the campus which reflects a positive impact on the students, faculty and staff. Decreased spending overtime while strengthening and expanding the staff in the facilities department.

Timeframe for this Outcome

2021 Calendar Year

Performance Target for "Met"

Quicker response time to work orders.

Performance Target for "Partially Met"

Continued replacing of older equipment.

Performance Target for "Not Met"

Filling vacant positions.

Assessment Measure Used

Daily for work orders in School dude. Frequent Reporting to VP

Frequency of Assessment

Daily

Data Collected for this Timeframe (Results)

This is a new outcome and will have data in 2021

Score (Met=3, Partially Met=2, Not Met=1)**Comments/Narrative**

Unrelated to prior year

Resources Needed to Meet/Sustain Results

Increased staffing and increased budget \$75- \$90,000

Explanation of How Resources Will Be Used

Filling vacant positions and purchasing higher quality and more efficient products and /or equipment.

Goal Summary

Goal Summary/Comments

Completion of daily maintenance work orders and projects in a more efficient time frame. Fill vacant positions in each department to offset the increased work orders, new and pending projects. Maintain facilities budget to ensure the funds are spent efficiently and effectively as possible while seeking out cost savings within the department.

Changes Made/Proposed Related to Goal

Unrelated to prior year.

Filling vacancies in the department will increase our chances of creating and improving the Lander Campus. We will be able to achieve our goals if additional staffing is approved.

Upload Files (if needed)