

CHIEF BUSINESS OFFICERS ACCREDITATION TRAINING

*2011 ACBO Fall Conference
October 25, 2011*

Practice Exercise

Case 1: Writing a Planning Agenda/Institutional Improvement Plan for an Institutional Self Evaluation Report

When the College's Self Evaluation Committee writing to Standard III.C.-Technology Resources was reviewing evidence related to financial planning documents, it was unable to find evidence that there was a Program Review Report to support the acquisition of computers to upgrade the College's Writing Center. It is College policy that all equipment requests be supported by the most recent Program Review Report. The equipment budgeting cycle included input from all College divisions, and the equipment priority list had been reviewed by all relevant governance groups. It was ascertained that the English Department had not completed its Program Review Report during the last cycle. Upgrading the Writing Center had been proposed as a result of discussions in the College's Basic Skills Task Force.

Does this situation reflect a deficiency or deficiencies in the planning processes of the College and, if so, what are they? If yes, write an Institutional Improvement Plan(s) that addresses a process to correct the deficiency or deficiencies.

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Practice Exercise

Case 2: Writing a Team Recommendation for an External Evaluation Team Report

Standard III.D.2.g: The institution regularly evaluates its financial management processes, and the results of the evaluation are used to improve financial management systems.

Standard III.D.3: The institution systematically assesses the effective use of financial resources and uses the results of the evaluation as the basis for improvement.

The External Evaluation Team reviewed the evidence related to Financial Resources and determined that the College relies primarily on the recommendations from the district's external auditor's report to determine the effectiveness of processes for financial management and control. Faculty/staff requests and capital outlay/equipment requests are supported by the Program Review Reports of requesting departments. The College's Budget Committee meets during the spring term to determine funding priorities for major capital outlay/equipment expenditures. All unit budgets are funded using a roll-over process with uniform periodic adjustment based on recommendations from the President's Executive Council (President and Vice Presidents). The College Planning Committee is responsible for the review of the College's Mission Statement and its Strategic Plan, but it does not review budget processes or resource allocation decisions. Staffing decisions are recommended by the Human Resources and Staff Development Governance Committee.

Does the College meet the requirements of the above Standards? If not, write a recommendation for the consideration of the visiting team.