

Administrative Department Review Plan

Due: 2019

Being an effective institution means the College is meeting its stated mission. Measuring degrees of effectiveness and modifying where needed to meet the mission is based on a philosophy of continuous improvement. The effectiveness of an institution isn't captured on what our "inputs" are, but what effect they have on students and the community. Administrative Department Review processes help to measure the effectiveness of the activities we do, and give strategic direction for improvement when needed.

Administrative Department Reviews are submitted to the President's Advisory Team, the President, and the Assessment Web Page every three years, and include:

- Review and confirmation of department mission, purpose, and expected outcomes related to College Mission and Vision.
- Identification of 1-3 assessment activities.
- Documentation of results and analysis of assessment activities.
- Identification of departmental needs related to goals.
- Provision of data for College Planning, including resource allocation.

Department Overview

Administrative Department _____ Contracts and Risk Management _____

Contact (Person responsible for reporting) _____ Sharla Andresen _____

Participants _____ Erica Waldbillig _____

Date Review submitted _____

Report Submitted to _____

1. Mission Fulfillment

How does your department support/strengthen the college's ability to fulfill its mission and vision?

Mission: Central Oregon Community College promotes student success and community enrichment by providing quality, accessible, lifelong education opportunities.

Vision Statement: To achieve student success and community enrichment, COCC fosters student completion of academic goals, prepares students for employment, assists regional employers and promotes equitable achievement for the diverse students and communities we serve.

Please provide your department's mission statement, including specifically how your department contributes to (check one or both):

- X Student Success
and/or
- X Community Enrichment

Department Mission Statement:

The Contract and Risk Management Department strives to manage the inherent risks within the College thereby protecting and strengthening the organization as a whole.

2. Department Purpose

What are the key duties, responsibilities, and/or functions of your department that support your department mission? Include brief descriptions of staffing, budget, services, and location. (Location may be room or building specific, and/or branch campus specific.) Include any relevant recent changes. Response should be limited to one paragraph to one page maximum.

The Contract and Risk Management's purpose is for the comprehensive risk management activities of the college to ensure compliance with applicable legal, state and federal requirements and to evaluate exposures to loss and to develop and implement plans, programs, guidelines to mitigate exposures.

3. Department Strengths

What are your department's greatest strengths and/or most significant accomplishments during the past 1-3 years that support your department mission? What are the real, proven, consistent, documented elements of your department that make you stand out?

Due to the number of years of experience, training, and education the Director has, there are strong policies and procedures to maintain compliance with legal, state and federal regulations.

4. Department Challenges

Describe any challenges that may negatively impact accomplishing your department mission. What are the opportunities for improvement in your department? What internal and external factors challenge your area? Please use the terms "internal" and "external" in any way that is relevant to your department.

With the rapidly changing state and federal rules, laws and regulation it continues to increase compliance, which is burdensome and gives the College more liability and increase workload for the Director. This also requires the College to enhance its systems to better track these changing rules, laws and regulations.

5. Department Goals → Department Outcomes

Based on your strengths and challenges, what are your department goals? What product or service do you want to provide?

Goal #1: Create a handbook to include important websites and procedures to aid future COCC Risk Managers in maintaining compliance with state and federal rules, laws and regulations.

Goal #2: Ensure the College's compliance with all state and federal rules, laws, and regulations thereby keeping liability to the College low.

To measure success; What are your department's outcomes? What do you want to occur because of your services? (Limit total number of outcomes to 5 or 6 maximum). Identify 1-3 outcomes you will focus on this year.

Outcome #1: A handbook for COCC Risk Managers will be completed and stored on the CFO "N drive". It will include organized documentation of all known state and federal rules, laws, and regulations pertinent to COCC policies, procedures, and culture, with links to websites, descriptions of related procedures and associated dates.

Outcome #2: A handbook for COCC Risk Managers will include a detailed description of an annual review process for updating and analyzing compliance with pertinent state and federal rules, laws, and regulations related to COCC policies, procedures, and culture. The review process will include evidence verifying COCC's compliance with each directive.

- A goal describes the *output* (product or service) a department is planning to achieve through its organized activities.
- An outcome describes the *result for or impact on* a customer (internal or external), student, or the institution that is a consequence of the work you do.

Example of a goal: To provide training to students, staff, and faculty to increase awareness about diversity issues impacting student success.

Example of an outcome: The percentage of minority students graduating will be proportionately the same as non-minority student graduation rates.

6a. Procedure, Measurement Tool and Timeline

Describe the activities will you do to accomplish your Outcome(s). How will you measure your success toward the 1-3 outcomes and mission fulfillment? What tools will you use? (Survey, budget, Institutional Effectiveness department data, banner/Argos, etc.) How frequently will you gather relevant data? Provide any data references that you use. The Institutional Effectiveness department will provide relevant data upon request. Data will be reviewed and reported **annually** on the following page.

Plan submitted every **three years**.

It will serve as a reference for resource allocation, activities, and planning during the three year cycle.

Administrative Department Review Report

Due: _____

6b. Procedure, Measurement Tool and Timeline
What activities did you do to accomplish your Outcome(s)? How did you measure your success toward the 1-3 outcomes and mission fulfillment? What tools did you use? How frequently did you gather relevant data? Provide any data references that you used.
7. Data
What data have you gathered that inform your department's effectiveness?
8. Summary and Analysis: Continuous Improvement (Report-to be completed annually when data are available)
What do these data suggest about your department's effectiveness? Which measurements are strong and affirming? Consider the following points. <ul style="list-style-type: none">• Was your planned activity successful at accomplishing your Outcome(s)?• Have you accomplished your outcomes? Is there a need for a new direction? Which measurements indicate an area that you would like to focus on for improvement? <ul style="list-style-type: none">• Identify the goals and improvements that your department is committing to over the next year to help you accomplish your outcomes.• What support do you need from the college to carry out your planned improvements? Identify your biggest area(s) of need to help accomplish outcomes. Review question #2, including staffing, budget, services, and location.

Report submitted **annually**.
Data and analysis from three annual **Reports** will inform a new **Plan**.