ASSESSMENT □ PLAN □ REPORT (Check One)
FOR
Information Systems
(Insert name(s) of unit(s)/program(s) covered by Plan/Report)

July 1, 2003-June 30, 2004

Assessment Period Covered

September 30, 2003

Date Submitted

Prepared By

Unit Linkage to the Institutional Mission Statement

Section of the Institutional Mission Statement applying to the unit(s):
Louisiana Tech University is a comprehensive public university committed to quality in teaching, research, creative activity, public service, and economic development.

How the Unit Mission Statement links to the above statement:
The Information Systems Office will provide information and analysis in support of the University’s overall mission.

ASSESSMENT OBJECTIVES

Assessment Objective #1:
Plan and implement a system for reporting a tuition statement (IRS Form 1098-T) in accordance with Federal Regulations as required for the 2003 tax year.

Means of assessment of this objective & criterion/a for success (due September of current cycle):
A. Coordinate with the Comptroller's Office to plan a system for reporting tuition statements by December 31, 2003.
B. Implement the system in January 2004 to meet the January 31, 2004, IRS deadline for distributing Form 1098-T.

Summary of assessment data collected during current cycle:

How the results will be used to improve the unit(s) (due September of subsequent cycle):

Assessment Objective #2:
Refine and improve ACH processing

Means of assessment of this objective & criterion/a for success (due September of current cycle):
Manual procedures will be automated if possible; contention or interference with online activity (payments, electronic authorizations) will be eliminated or minimized.

Summary of assessment data collected during current cycle:

How the results will be used to improve the unit(s) (due September of subsequent cycle):

Assessment Objective #3:
Complete and implement enhanced payroll system

Means of assessment of this objective & criterion/a for success (due September of current cycle):
Payroll files will be converted and new system proved by running parallel payrolls through at least two cycles.

Summary of assessment data collected during current cycle:

How the results will be used to improve the unit(s) (due September of subsequent cycle):

Assessment Objective #4:

Means of assessment of this objective & criterion/a for success (due September of current cycle):