**ASSESSMENT PLAN REPORT (Check One)**

**FOR**

Office of Internal Audit

(Insert name(s) of unit(s)/program(s) covered by Plan/Report)

<table>
<thead>
<tr>
<th>Assessment Period Covered</th>
<th>Date Submitted</th>
<th>Prepared By</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2003-June 30, 2004</td>
<td>December 8, 2003</td>
<td>Robert Grafton</td>
</tr>
</tbody>
</table>

**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. A selective admissions university, it offers a broad range of fully accredited undergraduate degrees to qualified students in Louisiana, as well as from the region, the nation, and foreign countries. Integral to the purpose of the University is its expanding commitment to graduate-level education in its areas of strength; Louisiana Tech offers master’s degrees in a variety of areas and doctoral programs in areas of specified expertise.

How the Unit Mission Statement links to the above statement:

The mission of the Office of Internal Audit is to assist University management in the effective discharge of their responsibilities as stated above by furnishing them with analyses and recommendations concerning activities reviewed.

---

**ASSESSMENT OBJECTIVES**

**Assessment Objective #1:**

Enhance the effectiveness and efficiency of the Internal Audit staff by June 2004.

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

1. Assess the job descriptions and activities of the audit staff including graduate assistant by February 2004.
2. Relocate Internal Audit offices to accommodate current staff and provide a more efficient work environment by January 2004.

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:**

To assist management in minimizing University exposure through adequate assessment of potential risk areas by June 2004.

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

1. Conduct a risk assessment of university areas with input from university management by May 2004.
### Assessment Objective #3:

Enhance audit services through consulting to further assist administration in the effective management of the University by June 2004.

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

1. Educate university personnel based on the availability of consulting services.
2. Develop consulting methods and procedures based on client request.

### Summary of assessment data collected during current cycle:

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

June 2003