Assessment Plan

Guam Community College
Materials Management

Materials Management

Mission Statement: The Materials Management Office seeks to provide support for the acquisition of goods and services for the College community as well as ensuring procurement policies are met.

Vision Statement: Materials Management seeks to help faculty and staff understand the integration of economic resources with institutional programs. As a result of this activity Materials Management expects that all members of the College Community will more effectively utilize the College's material resources in accomplishing their own mission.

Administrative Unit Outcome (AUO): FA13-SP15 AUO#1 Communication with the Campus Community

FA13-SP15 AUO#1 To support educational programs by communicating and working closely with the campus community in understanding the procurement process and ensure receipt of goods and services needed for their departments.

Administrative Unit Outcome: AUO

Start Date: 11/05/2013

End Date: 04/01/2015

AUO Status: Currently being assessed

Program SLO/AUO/SSUO Plan reflects/incorporates: Use and Implementation of Results from the previous cycle

Notes from the pull/drop down list above: MMO hopes to implement the on-line requisition process in Banner by Spring 2015. The dedicated scanner is required to allow for the quotes and other supporting procurement documents to be scanned and routed through the electronic approval process. Procurement trainings will continue to be held at least 2 times each year.

Means of Assessment

Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Activity Schedule	Active
Materials Management will conduct training on the procurement process for department chairpersons, administrative assistants, administrative aides, faculty, administrators, and all other staff who prepare and process requisitions in their departments. **Type of Artifact/Instrument/Rubric/Method/Tool:** Workshop/Conference/Training	80% of the faculty, staff, and administrators who prepare and process requisitions will attend at least one (1) procurement training each year.	Procurement Process Training will be held at least two (2) times a year.	Yes

Related Documents:
DC myGCC Procurement Training
Procurement Training Evaluation Sheet and sample attendance sheet
Materials Management SOP

Related Activities

- Annual Procurement Training

Related Tasks

* Task Name: Conduct Procurement Trainings

Task Description: Procurement Trainings will be held at two (2) times per year.

Related Items

Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
Maintain educational excellence through continuous review and update of programs and courses to increase student success.

ACCJC/WASC

* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
Assessment. Set an example by engaging all stakeholders in the college's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.

Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
To ensure the coordination of the operations of GCC's Finance and Administration Division.

Materials Management

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 Materials Management TO SUPPORT EDUCATIONAL PROGRAMS BY COMMUNICATING AND WORKING CLOSELY WITH THE CAMPUS COMMUNITY

Administrative Unit Outcome (AUO): FA13-SP15 AUO#2 Timeliness in procuring goods and services

FA13-SP15 AUO#2 To support educational programs by ensuring the timely procurement of goods and services needed for college programs, departments, courses, and other student activities.

Administrative Unit Outcome:	AUO
Start Date:	11/05/2013
End Date:	04/01/2015
AUO Status:	Currently being assessed

Program SLO/AUO/SSUO Plan reflects/incorporates: Use and Implementation of Results from the previous cycle

Notes from the pull/drop down list above: MMO will continue to assess this AUO since it is an important monitoring tool for processing requisitions into purchase orders.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	**Criterion (Written in %)**	**Activity Schedule**	**Active**
Materials Management will continue to conduct a monthly review of the requisitions received and processed into purchase orders by reviewing and updating the requisition log. **Type of Artifact/Instrument/Rubric/Method/Tool:** Document Review **Related Documents:** Assessment of Requisition to PO	90% of the requisitions received in Materials Management will be processed into a purchase order within 10 working days.	Monthly review of requisition log.	Yes

Related Activities

- Review of number of requisitions processed into purchase orders

Related Tasks

* Task Name: Update and monitor requisition log

Task Description: Update and Monitor Requisition log

Related Items

Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
Maintain educational excellence through continuous review and update of programs and courses to increase student success.

ACCJC/WASC

* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
Assessment. Set an example by engaging all stakeholders in the college's continuous assessment and planning processes so that there is a clear understanding of roles and expectations among all constituents.

Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

Materials Management

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 Materials Management TO SUPPORT EDUCATIONAL PROGRAMS BY ENSURING THE TIMELY PROCUREMENT OF SUPPLIES , EQUIPMENT, AND SERVICES NEEDED IN SUPPORT OF COLLEGE PROGRAMS AND ACTIVITIES

Administrative Unit Outcome (AUO): FA13-SP15 AUO#3 Procurement Compliance

FA13-SP15 AUO#3 To support educational programs through oversight of the procurement process, Materials Management ensures that the college follows local and federal rules and regulations in procuring goods and services.

Administrative Unit AUO
Outcome:
Start Date: 11/05/2013
End Date: 04/01/2015
AUO Status: Currently being assessed

Program SLO/AUO/SSUO ACCJC Standards
Plan reflects/incorporates:

Notes from the pull/drop MMO will continue to improve in ensuring compliance with federal, local, and audit requirements. This AUO will
down list above: assist the risk management of the college by ensuring that Materials Management updates contracts for small
construction projects and other capital improvements.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	**Criterion (Written in %)**	**Activity Schedule**	**Active**
Continue to review and update contracts for small construction, capital improvement projects, and contractual services to manage risk for the college. **Type of Artifact/Instrument/Rubric/Method/Tool:** Document Review **Related Documents:** contract sample of small construction (restroom renovation) Z4 Corporation	100% of the small construction, contractual services, or capital improvement projects for the college will have contractual agreeement in place prior to the start of the project.	Upon award of each contract	Yes
Physically affix tags on all fixed assets (equipment $5000 and over) and continue to maintain the inventory to ensure that the data is updated and accurate. **Type of Artifact/Instrument/Rubric/Method/Tool:** Work Request Log **Related Documents:** FY2013 Fixed Asset List	100% of fixed assets will be tagged and inventoried upon receipt and equipment will be compiled into a spreadsheet.	Monthly	Yes

Related Activities

- Conduct Physical Inventory and Tag Fixed Assets

Related Tasks

* Task Name: Prepare and route contracts for approval

  Task Description: Prepare and route contracts for approval

* Task Name: Tag Fixed Assets (equipment or capital outlay $5000 and over)

  Task Description: Tag Fixed Assets (equipment or capital outlay $5000 and over)

Related Items

Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
Review recommendations in the ISER and the ACCJC Evaluation Report to ensure that all actionable improvement plans and recommendations are addressed in a timely manner.

ACCJC/WASC

* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
Policy review. Evaluation and amend periodically Board policies and the code of ethics policy for all GCC constituents (including the Board) to align procedures, as necessary and appropriate.

Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
To ensure the coordination of the operations of GCC's Finance and Administration Division.

Materials Management

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 Materials Management TO SUPPORT EDUCATIONAL PROGRAMS THROUGH OVERSIGHT OF THE PROCUREMENT PROCESS, MM ENSURES THAT THE COLLEGE FOLLOWS LOCAL AND

Administrative Unit Outcome (AUO): FA13-SP15 AUO#4 Bookstore Customer Service

FA13- SP15 AUO#4 To support educational programs by ensuring student satisfaction in providing quality service, variety of book rental options and ensuring that books, supplies, uniforms, and other items are in stock.

Start Date: 11/05/2013
End Date: 04/01/2015
AUO Status: Currently being assessed

Program SLO/AUO/SSUO Use and Implementation of Results from the previous cycle
Plan reflects/incorporates:

Notes from the pull/drop MMO continues to find alternate solutions to reduce the cost of textbooks to the students. The Bookstore
down list above: continues to review the book rental listing to offer more courses at 50% off the retail price.

Means of Assessment			
Artifact/Instrument/Rubric/Method/Tool Description	**Criterion (Written in %)**	**Activity Schedule**	**Active**
Physical inventory will be taken before the start of each semester to determine the projected quantity needed for each course based on the textbook orders placed by the department chairperson, Special Projects Coordinator, Apprenticeship, Adult Education, and other selected departments. Bookstore Manager will conduct training and provide deadlines to Department Chairs for book orders. **Type of Artifact/Instrument/Rubric/Method/Tool:** Document Review **Related Documents:** Spring 2014 Book Order Memo Spring 2014 Book Order List	95% of the required textbooks will be available for students to purchase before the start of each semester.	Fall, Spring, and Summer Semesters.	Yes
Review the book rental list each semester to determine if list needs to be updated. Determination of books for rent will depend on the following: will textbook be used the following semester, is retail cost of textbook $200 or more, is software/access code included in the textbook? **Type of Artifact/Instrument/Rubric/Method/Tool:** Document Review **Related Documents:** Spring 2014 Book Rental List	There will be a 25% increase in textbooks rented compared to the same courses/textbooks rented the previous semester.	Fall, Spring, Summer Semesters	Yes

Related Items

Academic Affairs Division (AAD)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #2
Maintain educational excellence through continuous review and update of programs and courses to increase student success.

ACCJC/WASC

* STANDARD III: Resources - The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

Board of Trustees (BOT)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #3
Governance evaluation. Assess the effectiveness of the participatory governance structure as a whole through an integrated campuses survey that builds on previous assessment work.

Finance and Administration (F&A)

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 #1
To provide leadership and guidance to ensure that financial planning realistically aligns with available resources, institutional plans, and institutional priorities.

Materials Management

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 Bookstore TO SUPPORT EDUCATIONAL PROGRAMS BY ENSURING THAT BOOKS ARE IN STOCK AT THE BOOKSTORE BY THE START OF EACH SEMESTER

* Program Review Goal (Budget Related Goals & Objectives) - FY2014 Bookstore TO SUPPORT EDUCATIONAL PROGRAMS BY ENSURING THAT STUDENTS HAVE OTHER WAYS IN WHICH BOOKS CAN BE PURCHASED AT A REDUCED COST

*   Program Review Goal (Budget Related Goals & Objectives) - FY2014 Bookstore TO SUPPORT EDUCATIONAL PROGRAMS BY ENSURING STUDENT SATISFACTION IN PROVIDING QUALITY SERVICE AND THE BOOKS ARE ORDERED AND DELIVERED BEFORE THE START OF EACH SEMESTER