**Northern Michigan University**

**Improvement Plan / Assessment Report Form**

**Administrative or Educational Support Unit**

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| Name of Department or Unit | | Finance and Planning | | | |
| This document is the | 🗹 PLAN or 🞎 REPORT for July 1, 2012 to June 30, 2013 | | | Date Submitted: | August 16, 2012 |
| Submitted by (Unit Representative) | | | Sherri Towers | | |

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| **Department or Unit Mission Statement: Was this mission statement revised this year? Yes X No** |
| Develop and implement both short and long-term budget and financial strategies that assist the University in identifying and managing the necessary resources to implement initiatives and operational changes to achieve quality programs in a high-tech, high-touch learning environment. |

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| **Improvement Plan** |  |  | |
| **Administrative Objective #1** *(State an ongoing goal by which the unit gauges its overall performance in a key role year after year, i.e. your “bottom line” measure.)* |  | **Action Plan/Evidence of Assessment for Objective** *(Describe the statistic or criteria that measures success in achieving this goal. What is the desired and/or minimum target you expect*? *What method is used to collect the data for the statistic*?) | |
| *Objective*:   1. Annually evaluate requirements, monitor timelines, document procedures and complete all compliance reports for the State of Michigan, Integrated Postsecondary Education Data System (IPEDS), Higher Learning Commission, and other agencies by the reporting due dates. 2. Prepare, input and monitor all university budgets for compliance with Board of Trustee approval allowing management and university departments to make strategic decisions regarding operations and resource management.   *Rationale (Why you are setting this objective; mark with “X”)*:  X Effectiveness/quality action X Efficiency/cost action  X Compliance issue Satisfaction measure Create baseline  Other (explain):  *Alignment (Refer to last pages)*   1. *Which AQIP category does this address? 7* 2. *Does this objective relate to a Road Map goal? If yes, type the related Road Map codes here*: CA-2 |  | *Measures*:   1. Review requirements, timelines and reporting changes for compliance reports once available. 2. Compile all required data and submit all reports to the appropriate agency by the reporting due dates. 3. Document reporting timelines and procedures for all reports. 4. Utilize the new Banner software, Spreadsheet Budgeting, to upload all budgets with the first week of the new fiscal year. General and Designated Fund budgets are approved at the September Board of Trustee meeting, so any adjustments will be loaded into the Banner system in September. 5. All subsequent adjustments are reviewed and entered in a timely manner, usually within five days of being received in the Finance and Planning office. 6. Departmental balances are reviewed every few weeks and followed up on if necessary. | |
| **Assessment Report** |  |  | |
| **Summary of Data Collected** *(Provide trend data and summary)* |  | **Description of how results were used to improve services** *(Offers conclusions or interpretation and explains how data was used to make changes for improvement as related to the objective)* | |
| (Fill this cell only for the REPORT at the end of the year.) |  | (Fill this cell only for the REPORT at the end of the year.) | |
| **Improvement Plan** |  |  | |
| **Administrative Objective #2** *(State a 1-2 year objective intended to improve a unit process, service, or output.)* |  | **Action Plan/Evidence of Assessment for Objective** | |
| *Objective*:  Develop HEIDI key performance indicator reporting in order to more easily compare ourselves to the other 14 State of Michigan universities.  We have created the database and have identified the key indicators. We now need to create the Cognos reports. This is a continuing objective from the prior year.  HEIDI – Higher Education Institutional Data inventory. This report required by the State of Michigan as part of the appropriation act includes financial and student data for each of the 15 state universities.  *Rationale (Why you are setting this objective; mark with “X”)*:  X Effectiveness/quality action X Efficiency/cost action  Compliance issue Satisfaction measure Create baseline  Other (explain):  *Alignment (Refer to last pages)*   1. *Which AQIP category does this address? 7* 2. *Does this objective relate to a Road Map goal? If yes, type the related Road Map codes here*: CA-2 |  | *Describe timetable plans to achieve objective*.  a. December 2012 – create a chart/table of key indicators for tracking purposes.  b. December 2012 – have two indicator reports ready to be reviewed and analyzed. (Expenditures/Revenues and Enrollment)  c. January 2013 – determine what the thresholds would be for needed change/improvement when comparing ourselves to the other 14 State of Michigan universities.  d. February 2013 – update the HEIDI database with new year information.  e. February 2013 – review the reports with the new year HEIDI information for accuracy.  *Beyond completing the above steps, how will you judge whether the objective was a success? Examples: If the rationale was Efficiency/cost, what is the desired and/or minimum target criteria for savings in time or cost? If the rationale was Satisfaction, what is the measure and what increase is desired*? | |
| **Assessment Report** |  |  |
| **Summary of Data Collected #2** (*Summarize the evidence)* |  | **Description of how results were used to improve services** | |
| (Fill this cell only for the REPORT at the end of the year.) |  | (Fill this cell only for the REPORT at the end of the year.) | |
| **Improvement Plan** |  |  |
| **Administrative Objective #3** *(State a 1-2 year objective intended to improve a unit process, service, or output.)* |  | **Action Plan/Evidence of Assessment for Objective** | |
| *Objective*:  Update the Finance and Administration website in order to provide accurate information and remain compliant with new state reporting requirements.  *Rationale (Why you are setting this objective; mark with “X”)*:  X Effectiveness/quality action Efficiency/cost action  X Compliance issue Satisfaction measure Create baseline  Other (explain):  *Alignment (Refer to last pages)*   1. *Which AQIP category does this address? 7* 2. *Does this objective relate to a Road Map goal? If yes, type the related Road Map codes here*: CA-2 |  | *Describe timetable plans to achieve objective*.  a. July 2012 - meet with Eric Johnson (Communications) for a training session on how to update and upload information on our website.  b. August 2012 – Review the current website and determine what new and or updated documents and information need to be uploaded to the new website.  c. August to September 2012 – Meet with Institutional Research and Communications and Marketing regarding new State section 245 reporting requirements that need to be added to the University website.  d. December 2012 - Finance and Administration website will be updated with current information and all State of Michigan required reports and links will be available.  *Beyond completing the above steps, how will you judge whether the objective was a success*?  All of our information and documentation will be kept current on the Finance and Administration website and our State Appropriation payment will not be withheld as stated in Public Act 201 of 2012. “The state budget director shall determine whether a public university has complied with this section. The state budget director may withhold a public university’s monthly installments described in section 241 until the public  university complies with this section.” | |
| **Assessment Report** |  |  |
| **Summary of Data Collected #3** (*Summarize the evidence)* |  | **Description of how results were used to improve services** | |
| (Fill this cell only for the REPORT at the end of the year.) |  | (Fill this cell only for the REPORT at the end of the year.) | |

**AQIP Functions within the University:**

Some unit objectives address specific operational issues directly related to AQIP reporting. Listed below are AQIP categories. Use these category numbers to describe the context of each objective, i.e. which category does that objective address?  
 (A full description of the Portfolio’s categories and its detailed topics are available at [www.nmu.edu/aqip](http://www.nmu.edu/aqip) under the Current Document

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| ***AQIP Categories*** | |
| Category 1 | Helping Students Learn documents the curricular and co-curricular processes and student learning support. |
| Category 2 | Accomplishing Other Distinctive Objectives documents the key non-curricular functions by which NMU serves the region, e.g. community engagement initiatives of students and employees, and department outreach. |
| Category 3 | Understanding Students’ and Other Stakeholders’ Needs documents how NMU builds relationships with students, alumni and employers and identifies, targets and meets their needs. |
| Category 4 | Valuing People documents NMU personnel recruitment, training, satisfaction, services and programs. |
| Category 5 | Leading and Communicating documents processes that guide NMU in setting directions, making decisions, seeking future opportunities, and communicating decisions and actions. |
| Category 6 | Supporting Institutional Operations documents student and administrative support services, safety, and facilities. |
| Category 7 | Measuring Effectiveness documents IT systems and institutional research NMU employs to collect, analyze, and distribute, and how departments use them to manage improvement, e.g. use of charts, “cubes,” dashboards. |
| Category 8 | Planning Continuous Improvement documents NMU’s strategic and administrative planning processes. |
| Category 9 | Building Collaborative Relationships documents how NMU works with external organizations from which we receive students (school systems) or goods and services (vendors and utilities), send our graduates (schools and employers), and support or regulate our programs (agencies). |

(A full description of the Portfolio’s categories and its detailed topics are available at [www.nmu.edu/aqip](http://www.nmu.edu/aqip) under the Current Document

**Road Map Codes to Tie to Unit Objectives**

Some unit objectives are strategic initiatives that align with goals in the University strategic plan - Road Map to 2015. Listed below are Road Map categories and goals, preceded with a code. Use these codes when describing Objectives #2 and #3. (Note: Even if your objective is not an exactly itemized as a Road Map priority, still use the code if it applies to that goal.) The full Road Map is at [www.nmu.edu/roadmap2015](http://www.nmu.edu/roadmap2015).

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| ***Road Map to 2015 Goals*** | |
| ***Code*** | ***Innovation Goals*** |
| **I-1** | Balance successful programs with new offerings |
| **I-2** | Professional development program that rewards innovation and collaboration |
| **I-3** | A growing portfolio of corporate collaborations that exploit NMU’s technical expertise, enhance academic programs and facilitate global engagement for students and faculty both on campus and abroad |
| **I-4** | Develop the financial resources to support innovation and student success |
|  | ***Meaningful Lives Goals*** |
| **ML-1** | A Liberal Studies Program that provides students with the abilities and knowledge necessary for lifelong learning and effective citizenship in a challenging and rapidly changing world |
| **ML-2** | Develop a new academic advising system that integrates the advising assets of academic departments and student services to contribute to a new, effective retention management network—similar to our enrollment management network |
| **ML-3** | Integrate the highest possible level of information technology skills and competencies throughout the university |
|  | ***Campus Attributes Goals*** |
| **CA-1** | Utilize the Campus Master Plan and related initiatives to continue to build and develop a greener and more learner-centered campus |
| **CA-2** | Enhance processes throughout campus operations to guide the use of resources and inform resource allocation |
| **CA-3** | Enhance the portfolio of academic programs, research and other activities that leverage the university’s location |
| **CA-4** | Be a model community for sustainable education and practices |
|  | ***Community Engagement Goals*** |
| **CE-1** | Include all units of the campus in the process of community engagement for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity. |
| **CE-2** | Increase faculty, staff and student involvement in the Superior Edge program, academic service learning and other community engagement and leadership development initiatives. |
| **CE-3** | Put into action a commitment to be an inclusive community where differences are recognized as assets of the institution, respected attributes of the person and a valuable part of the university experience |
| **CE-4** | Increase collaboration with local communities, schools, governments, development groups and other partners to enhance community and economic development in the Upper Peninsula. |