

***Assessment Plan  
Administrative Information Systems  
AY2003-04***

***Unit Mission Statement***

To provide all development, support, and maintenance services for campus wide TCU administrative information systems.

***Unit Functions***

Maintain and support PeopleSoft administrative systems for finance, financial aid, student financials, admissions, student records, campus community, human resources, and payroll offices.

Maintain and support SCT Banner administrative system for Advancement office.

Maintain and support all ancillary systems that interface with all primary administrative systems.

Maintain and support internally developed administrative software systems.

Intended Outcome	Action Steps	Method of Assessment	Results of Assessment and Proposed Improvements	Resources Needed for Proposed Improvements
<p>A. Provide for effective and efficient use of TCU administrative information systems. Ensure system integrity while supporting needs of students, faculty, and staff.</p>	<p>A. Staff is structured so at least 1 analyst is responsible for each major module in all administrative systems. Manage all projects with Tracker project tracking software. Work closely with all functional users of administrative systems. Continued technical education for AIS staff to ensure effective use of all available technical tools. Semi-weekly meetings with all user liaisons to share ideas and discuss testing plans. Attend vendor conferences to confer and educate with peers at other universities using similar software systems.</p>	<p>A. Regular weekly project status meetings with some users and liaisons. Have phone conversations and review email comments from students and employees to monitor success of online systems. Review Tracker project tracking software to ensure priority projects are getting necessary attention.</p>		