

Fall 2008 Program Review Evaluation

Name of Program: Purchasing / Contracts / Accounts Payable
Name of Unit: Finance and Technology
Name of Area: Administrative Services
Date Completed: 01/15/2009

Program's Mission Statement

The Mission statement does reflect the goals of the program. It does align with the college mission.

Program Outcomes

The program does provide a clear account of their services and the impact it has on the entire college community. The need for communication from above and below is essential with all the personnel changes that have occurred.

Program's Characteristics, Performance, and Trends

The program has provided a clear detailed account of their services. It is to be recommended for its thoroughness.

Program's Strengths and Weaknesses

Their strength lies in their ability to work well together.

Their weakness again lies in communication. Not being informed of changes by department heads is just one.

Recommendation: to personally attend Department Chair meetings to explain the procedures and the needs to prompt compliance.

Program's Opportunities and Challenges

Yes, the program is adjusting to new programs driven by the District. The training is adequate.

Evaluation of Program's Performance

Again, the program is doing the best they can. Delays do happen when departments do not get their information in a timely manner.

Program's 3-5 Year Strategic Directions

They are going paperless by scanning all materials on a daily basis.
They have identified goals....long and short....and will try to get the information out there.

Good job

Individuals Who Participated in Developing this Plan

1. Saunders, Lenore
2. Reisch, Maria F
3. Badalyan, Anna