

OUTLINE FOR ADMINISTRATIVE COMPUTING REVIEW
BY SUB-COMMITTEE

I. Assessment of Goals and Objectives

A. Goals

1. Effective services at lowest possible cost - Budgets;
2. Data collection and provide facilities for report generation;

II. Assessment of Current Operations

A. Service to Users

1. Are systems meeting needs?
2. Are system reports timely?
3. Is the report distribution to the right people?
4. Are users adhering to production schedule deadlines?

B. Operating Policies

1. Should system costs be a chargeback to users?
2. Are the production priorities clear and appropriate?

C. Human Resources

1. Are there adequate staff to handle system requirements?

D. Administrative Systems Software

1. Are current systems well designed, accurate and reliable?
2. Is critical software well documented and maintainable?

E. Security and Back Up

1. Is it important that the system data not be lost?
2. Is critical data being retained for proper length of time?
3. Is it important that no unauthorized people see the data?
4. Is it important that no unauthorized data changes be prevented?

F. Future Directions for Administrative Computing

1. Should staff utilization change to meet new needs?
2. Does the College need on-line information systems and, if so, what areas and at what costs?
3. Are any current administrative systems/services obsolete and/or unneeded?
4. Are there new management information systems specifically needed to provide necessary data for the institutional research position?