

Assessment: Administrative Unit Four Column

Dept FCO - (Fin) Student Accounts

<i>Administrative Unit Outcomes (AUOs)</i>	<i>Assessment Methods</i>	<i>Assessment Data Summaries</i>	<i>Enhancements</i>
<p>StudentAccounts_CashHandling_Procedures - DASB/Club students will understand the process for cash handling</p> <p>AUO Status: Active</p> <p>Year(s) to be Assessed: 2015-2016</p> <p>Outcome Creation Date: 10/16/2015</p>	<p>Survey - Survey provided to DASB/Club Officers students and Club Advisors to assess students understand of proper procedures of cash handling and the required forms.</p> <p>Target for Success: 75%</p> <p>Related Documents:</p> <p>De Anza College Student Accounts AUO 2017.pdf</p> <p>Cashbox_Ticket_Request.pdf</p> <p>Cash_Count.pdf</p> <p>Club_Receipt_Log.pdf</p> <p>Cash_Handling_Procedures-Clubs.pdf</p>	<p>Program Review Reporting Year: 2016-2017</p> <p>Target : Target Met</p> <p>Of the 45 surveys completed, 37 did understand the cash handling procedures, which equals to 83%. (10/21/2017)</p> <p>Reflection (CLICK ON ? FOR INSTRUCTIONS): The results were positive with 83% understanding of the cash handling procedures. We will continue to work with the student officers annually as they change every academic year and to make sure they are aware of the process.</p> <p>Related Documents:</p> <p>Cash_Handling_Procedures-Clubs.pdf</p>	<p>Enhancement: The student accounts office conducts annual orientation of the cash handling procedures at the beginning of each quarter of the academic year.</p> <p>The cash handling procedures have been updated on April 2017 and the forms and procedures are available at online:</p> <p>http://www.deanza.edu/studentaccounts/docs_forms/ (03/21/2018)</p>