

**Los Angeles Valley College**  
**Service Outcomes – Administrative Services**

**Department Name:** Office of Administrative Services

**Department Description:** (Provide a brief description of the department.)  
 The Administrative Services office provides support for contracts and general administration, and provides oversight for all other Service areas in the Administrative functions

<b>Service Outcome</b>	<b>Evaluation Strategies</b>
Support campus requirements in purchasing and contracts, including travel and reimbursement requests.	Annual surveys and personal interviews
Support other general administrative processing requirements campuswide	Surveys, personal interviews, formal and informal meetings with stakeholders for these functions. Surveys for users and service providers to evaluate the delivery and efficiency of services for the office of Administrative Services.

**Provide an implementation plan/timeline:**

General questions will commence in September, 2008  
 Survey questions will be underway in Fall 2008. General functional, informal and formal meetings will take place starting in September of 2008