## Annual Assessment Plan
(August 1-September 30)

**Department**  
Registrar’s Office  
**Title of Program**  
**Academic Year**  
2007-2008  
**Degree Level**  

<table>
<thead>
<tr>
<th>University Goal</th>
<th>Objectives</th>
<th>Expected Results (Outcomes)</th>
<th>Assessment Instrument(s)/Procedures/Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide a wide range of administrative and academic support functions to virtually every component of the University. To provide an effective source of information exchange with students, faculty, staff, alumni, and other individuals concerning University policies and procedures.</td>
<td>Provide an effective and efficient admission process for all students submitting applications to the University.</td>
<td>Every applicant will be sent official notification of their admission status within five days of receipt of all required materials.</td>
<td>Student satisfaction survey administered each semester and various departmental records and reports.</td>
</tr>
<tr>
<td>Provide an effective pre-registration and registration process.</td>
<td></td>
<td>Eighty percent of enrolled students will be able to re-register and complete the process in a timely manner.</td>
<td>Student satisfaction survey administered each semester and various departmental records and reports.</td>
</tr>
<tr>
<td>Provide timely and accurate care of all student records and provide security of those records.</td>
<td></td>
<td>Final grades at the end of each semester will be forwarded to students within 3 working days from the end of the term. Provisions of Buckley Amendment will be strictly enforced.</td>
<td>Student satisfaction survey administered each semester and various departmental records and reports.</td>
</tr>
<tr>
<td>Provide current and former students with adequate procedures for the issuance of transcripts and other requested information.</td>
<td></td>
<td>All requests for transcripts and other requested information will be processed within three working days of the receipt of the request.</td>
<td>Various departmental records and reports.</td>
</tr>
</tbody>
</table>

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### Self-Study
(August 1-September 30)

<table>
<thead>
<tr>
<th>Department</th>
<th>Registrar’s Office</th>
<th>Academic Year</th>
<th>Degree Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Program</td>
<td></td>
<td>2006-2007</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Expected Outcome</th>
<th>Actual Outcome</th>
<th>Problems Encountered</th>
<th>Action Taken/Plan(s) For Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide an effective and efficient admission process for all students submitting applications to the University.</td>
<td>Every applicant will be sent official notification of their admission status within five days of receipt of all required materials.</td>
<td>According to departmental records, all applicants were notified of their admission status within five days of the receipt of their applications.</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Provide an effective pre-registration and registration process.</td>
<td>Eighty percent of enrolled students will be able to pre-register and complete the process in a timely manner.</td>
<td>Statistics in the Registrar’s Office will show that an average of 85% of our students pre-registered each term.</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Provide timely and accurate care of all student records and provide security of those records.</td>
<td>Final grades at the end of each semester will be forwarded to students within 3 working days from the end of each term. Provisions of the Buckley Amendment will be strictly enforced.</td>
<td>Reports on file will show that grades were forwarded to students within three working days from the last day of exams.</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Provide current and former students with adequate procedures for the issuance of transcripts and other requested information.</td>
<td>All requests for transcripts and other requested information will be processed within three working days of the receipt of the request.</td>
<td>Departmental records will show that almost 100% of all transcript requests were processed within three days of their receipt.</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

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# Statement of Achievements

<table>
<thead>
<tr>
<th>Department</th>
<th>Registrar’s Office</th>
<th>Academic Year</th>
<th>2006-2007</th>
</tr>
</thead>
</table>

## Plans Implemented

1. Completed the majority of the implementation of the new DATATEL administrative system and began using the system in the Summer Semester, 2007.
2. Were able to hire two additional employees to assist with the on-line programs.
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

## Plans Not Implemented

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

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## SHORT-RANGE PLANS: FIRST YEAR

**Department:** Registrar’s Office  
**Year:** 2007-2008

<table>
<thead>
<tr>
<th>Plans</th>
<th>Strategies to Implement</th>
<th>Completion Date</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to learn more about DATATEL programs</td>
<td>Work with DATATEL consultants and Information Systems to get system implemented.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be able to have the degree audit function of DATATEL available by January, 2008</td>
<td>Work with DATATEL consultant to implement program</td>
<td>January, 2008</td>
<td></td>
</tr>
</tbody>
</table>

*Approved:*

<table>
<thead>
<tr>
<th>Unit Head/Director</th>
<th>Dean/Vice President</th>
</tr>
</thead>
</table>

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MEDIUM-RANGE PLANS: YEARS TWO AND THREE

Department: Registrar’s Office

Academic Years: 2008-2009

Year Two

(1) Be able to provide on-line registration for undergraduates for the 2008 Fall Semester

(2) Update existing computers

(3) Expect to have degree audit fully functional by Fall, 2008

(4)

(5)

Year Three

(1) Hire an additional full-time employee to reduce number of student workers needed in the Registrar’s Office

(2)

(3)

(4)

(5)

Approved: ___________________________  Approved: ___________________________

Unit Head/Director  Dean/Vice President

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# RESOURCES REQUIRED FOR PLANS (ONE-YEAR PLANS)

**Department:** Registrar’s Office  
**Year:** 2006-2007

<table>
<thead>
<tr>
<th>PLANS (Refer to One-Year Plans)</th>
<th>HUMAN RESOURCES (Faculty, Staff, Consultants, etc.)</th>
<th>PHYSICAL RESOURCES (Supplies, Material, Equip., etc.)</th>
<th>OTHER RESOURCES (Printing, Postage, Telephone, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVAILABLE</td>
<td>NEEDED</td>
<td>AVAILABLE</td>
<td>NEEDED</td>
</tr>
</tbody>
</table>

N/A

<table>
<thead>
<tr>
<th>TOTAL RESOURCES NEEDED</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
</table>

**GRAND TOTAL OF RESOURCES NEEDED** (Human Resources + Physical Resources + Other Resources) $

AVAILABLE means budgeted in current year’s budget.  
In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

Dean/Vice President: ____________________________  
Date: __________________

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# RESOURCES REQUIRED FOR PLANS (TWO-YEAR PLANS)

**Department:** Registrar’s Office  
**Year:** 2007-2008

<table>
<thead>
<tr>
<th>PLANS (Refer to Two-Year Plans)</th>
<th>HUMAN RESOURCES (Faculty, Staff, Consultants, etc.)</th>
<th>PHYSICAL RESOURCES (Supplies, Material, Equip., etc.)</th>
<th>OTHER RESOURCES (Printing, Postage, Telephone, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AVAILABLE</td>
<td>NEEDED</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>Update existing computers</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL RESOURCES NEEDED**  
$ 0 $ 0 $ 0 $ 0 $ 4,000 $ 0 $ 0 $ 0

**GRAND TOTAL OF RESOURCES NEEDED** (Human Resources + Physical Resources + Other Resources)  
$ 4,000

AVAILABLE means budgeted in current year’s budget.  
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Date: ________________

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RESOURCES REQUIRED FOR PLANS (THREE-YEAR PLANS)

Department: Registrar’s Office

Year: 2008-2009

<table>
<thead>
<tr>
<th>PLANS (Refer to Three-Year Plans)</th>
<th>HUMAN RESOURCES (Faculty, Staff, Consultants, etc.)</th>
<th>PHYSICAL RESOURCES (Supplies, Material, Equip., etc.)</th>
<th>OTHER RESOURCES (Printing, Postage, Telephone, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AVAILABLE</td>
<td>NEEDED</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>Hire an additional employee</td>
<td>0</td>
<td>$25,000</td>
<td>0</td>
</tr>
</tbody>
</table>

TOTAL RESOURCES NEEDED $ 0 $ 25,000 $ 0 $ 0 $ 0 $ 0 $ 0 $ 0

GRAND TOTAL OF RESOURCES NEEDED (Human Resources + Physical Resources + Other Resources) $ 25,000

AVAILABLE means budgeted in current year’s budget. In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

Dean/Vice President: ____________________________ Date: ____________

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