MEMORANDUM

TO: Institutional Effectiveness Council
FROM: Registrar’s Office
DATE: January 24, 2013
RE: Executive Summary of Planning and Assessment Documents and Priorities for Registrar’s Office

Accomplishments 2011-2012

With the help of Communications Management, we have been able to streamline the process of cancelling classes each term and notifying students automatically via e-mail. We have continued to offer support with web-registration to students and each college when needed. Also, we have continued the maintenance to degree audit by updating programs and making necessary corrections when needed. We have separated the Admission's Office functions from the Registrar's Office. This separation has allowed our office to run more efficiently.

Items Needing Action (Listed in Order of Priority)

Increase DOE Budget.

$2,000 = office supplies
$2,000 = Postage and Telephone
$2,000 = Office Equipment

Total = $6,000

Total Cost: $6,000