

DELTA STATE UNIVERSITY: NON-ACADEMIC ANNUAL REPORT
Academic Year 2007-08

I. Unit Title: Registrar

Division or School/College: Academic Affairs

Unit Administrator: John Elliott

II. Educational Program Learning Outcome Assessment Plan

These are Learner Outcomes identified for the **current** year. Contents of the table should be very brief. Footnotes may be included for items needing explanation or documentation. Not all units have direct student impact. Those that do should have clear learner outcomes developed. Those with no student contact may indicate that this section is not applicable.

<p>Learning Outcome <i>What should a graduate in this major know, value, or be able to do at graduation and beyond?</i></p>	<p>Data Collection and Analysis <i>What assessment tools and/or methods will you use to determine achievement of the learning outcome? Describe how the data from these tools and/or methods will be collected. Explain the procedure to analyze the data.</i></p>	<p>Results of Evaluation <i>What were the findings of the analysis? List any specific recommendations.</i></p>	<p>Use of Evaluation Results <i>What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?</i></p>
not applicable	not applicable	not applicable	not applicable

III. Division/Department Goals for the Current Year

This is a report on progress towards goals for the **current year**. These are operational goals for the unit that are NOT tied directly to student learning outcomes which are reported in the table above. An example might be the implementation of a personnel development plan to enhance the skills of the staff in a unit.

A. Goal # 1: Complete archiving of all permanent academic records prior to the implementation of Banner through the use of an imaging system and complete a document management system that will store the full spectrum of all university documents

1. Institutional Goal which was supported by this goal:

Provide administrative services and auxiliary enterprises which are effective and efficient in the support of the institutional mission.

2. Evaluation Procedure(s):

Develop an extensive random checking of indexed records for accuracy and visual quality.

3. Actual Results of Evaluation:

All archived permanent academic records have been scanned and stored in a document management system.

4. Use of Evaluation Results:

Print any archived transcript through the SCT Imaging system (Banner Xtender Solutions)

B. Goal # 2: Implement the new EDI “Electronic Data Interchange” that is available in SCT (Banner) newest version 7

1. Institutional Goal which was supported by this goal:

Provide administrative services and auxiliary enterprises which are effective and efficient in the support of the institutional mission.

2. Evaluation Procedure(s):

Unit administrator on committee to plan and aide execution of effort

3. Actual Results of Evaluation:

Account set up to receive electronic transcripts from E-Script Safe.

4. Use of Evaluation Results:

Receive electronic transcripts from participating schools and uploaded to student records

C. Goal #3: Implementation of BANNER Curriculum, Advising and Program Planning (CAPP) which will aid in tracking a student’s progress in a degree program and will provide document sharing within departments with secured access.

1. Institutional Goal which was supported by this goal:

Provide administrative services and auxiliary enterprises which are effective and efficient in the support of the institutional mission.

2. Evaluation Procedure(s):

Implementation review of CAPP

3. Actual Results of Evaluation:

Implementation of CAPP module is delayed due to budget constraints.

4. Use of Evaluation Results:

Results not applicable due to delayed implementation.

IV. Data and information for department:

	2006-07
Students Registered	8073
Degrees Conferred	801

V. Personnel: Noteworthy activities and accomplishments:

John Elliott

Southern Association of Collegiate Registrars and Admissions Officers, member
Mississippi Association of Collegiate Registrars and Admissions Officers, member
American Association of Collegiate Registrars and Admissions Officers
Mississippi Banner Users Group, Board of Directors
Administrative Staff Council, committee member

Judy Godbold

Mississippi Association of Collegiate Registrars and Admissions Officers
Conference

Becky Finley

American Association of Collegiate Registrars and Admissions Officers Member
Veterans Affairs Administrators of Mississippi Conference
Mississippi Banner Users Group, Board of Directors
Bachelor of Business Administration - Computer Information Systems

Marilyn Kelly

Mississippi Association of International Educators (MAIE)
Coordinator of Retention/International Student Advisor
Master's Business Administration

Suzanne Usery-Oglesby
Pursuing a BBA degree

Becky Roberson
Pursuing a BBA degree

Hazel Hilley-Carter
30 years experience as transcript clerk

Penney Gong
Registrar Emeritus
Part time- Special Projects

VI. Division/Department Goals for Coming Year

This is a statement of goals for the **coming year**. These are operational goals for the unit that are NOT tied directly to student learning outcomes.

A. Goal # 1: Implement receiving and sending electronic transcripts from/to participating colleges to utilize available technology expediting receiving official documentation from other institutions

1. Institutional Goal(s) supported by this goal:

Provide administrative services and auxiliary enterprises which are effective and efficient in the support of the institutional mission.

2. Expected Results:

Receive/send electronic transcripts from/to participating institutions.

3. Evaluation Procedure(s):

Set up receiving accounts with E-Script Safe and pay contract amount of \$2500 to send transcripts.

4. Use of Evaluation Results:

Utilize available technology expediting receiving/sending official documents from other institutions.

B. Goal # 2: Participate in state-wide global electronic transcript effort with IHL, community colleges and the state department of education

1. Institutional Goal(s) supported by this goal:

Provide administrative services and auxiliary enterprises which are effective and efficient in the support of the institutional mission. Unit administrator is on state-wide committee to plan and aide execution of this effort.

2. Expected Results:

Send and receive academic transcripts electronically between a test group of Mississippi colleges and universities.

3. Evaluation Procedure(s):

Develop a data validation system that checks for authentic and accurate information.

4. Use of Evaluation Results:

Participating schools, colleges and universities will agree to send and receive academic transcript using Electronic Data Interchange. State-wide global receiving/sending of electronic transcripts among all education institutions in the state will be beneficial in cost savings of hard copied data and security of said documents. Electronic transcripts are efficiently uploaded to student records in the institutions' database.

C. Goal #3: Publish internal transfer check sheets via University web site.

1. Institutional Goal(s) supported by this goal:

Provide administrative services and auxiliary enterprises which are effective and efficient in the support of the institutional mission.

2. Expected Results:

Documents are available for transfer students and community college counselors to review and aid in planning student curriculum and meeting degree requirements.

3. Evaluation Procedure(s):

Make modifications to current check sheets based on University academic catalog and upload to web site.

4. Use of Evaluation Results:

Documents are available for transfer students and community college counselors to review and aid in planning student curriculum and meeting degree requirements.

D. Goal #4: Visit all community colleges to facilitate and discuss any articulation issues they may have.

1. Institutional Goal(s) supported by this goal:

Provide administrative services and auxiliary enterprises which are effective and efficient in the support of the institutional mission.

2. Expected Results:

Open communication and cooperation with community college counselors.

3. Evaluation Procedure(s):

Schedule visits.

4. Use of Evaluation Results:

Have open lines of communication and cooperation with community college counselors to make student transfer transition into Delta State University as seamless and efficient as possible.