

DELTA STATE UNIVERSITY: NON-ACADEMIC ANNUAL REPORT
Academic Year 2005-06

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:** Archive all permanent academic records prior to the implementation of Banner through the use of an imaging system and apply 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):**

Training on both technical and functional areas were delayed because of SCT (Banner) scheduling issues. Full implementation will take place later in the year.

3. Actual Results of Evaluation:

Full implementation on SCT imaging system (Banner XtenderSolutions) should be complete by the end of Fall 2006.

Upgrade to Internet Banner Native “Banner over the web” has been completed

4. Use of Evaluation Results:

Results will be available after one year of imaging.

B. Goal # 2: Provide accurate data and information to the Board of Trustees on enrollment and credit hours produced

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):

All reports submitted to IHL will meet audit requirements

3. Actual Results of Evaluation:

Audit was not conducted in 2005-2006.

4. Use of Evaluation Results:

Deans and Department Chairs use enrollment and credit hour information for institutional planning because the university funding is based on enrollment and credit hours production.

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.

D. Goal 4 : Maintain Web site with most current information

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):

Survey campus-wide use of Web site and upgraded network

3. Actual Results of Evaluation:

Documents are available for downloading and upgrades provide more efficient and secured document management

4. Use of Evaluation Results:

Documents are available for downloading and upgrades provide more efficient and secured document management

IV. Data and information for department:

	2005-06
Students Registered	8107
Degrees Conferred	762

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

Amy Green

Mississippi Association of Collegiate Registrars and Admissions Officers
Conference
Mississippi Banner Users Group, member
Master Business Administration - Computer Information Emphasis

Marilyn Kelly

Mississippi Association of International Educators (MAIE)
Coordinator of Retention/International Student Advisor “new position” - transferred to registrar’s office”
Completed Master’s degree in Business Administration Delta State University May 2006

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: 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(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:

Archive all permanent academic records prior to the implementation of Banner for easy electronic access.

3. Evaluation Procedure(s):

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

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 Interface” that is available in SCT (Banner) newest version 7

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:

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:

Select the schools, colleges and universities that will agree to send and receive academic transcript using EDI

C. Goal 3 Develop strategies and initiatives to improve retention and graduation rates

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:

Increase retention and graduation rates

3. Evaluation Procedure(s):

Develop mechanisms to track retention and graduation rates. Monitor rates and provide feedback as needed to the Vice Presidents

4. Use of Evaluation Results:

Coordinate retention results between academic and student affairs divisions