I. Unit Title: Registrar

Unit Administrator: John W. Elliott

II. Data and information for department

<table>
<thead>
<tr>
<th></th>
<th>2004-05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students registered</td>
<td>9882</td>
</tr>
<tr>
<td>Degrees conferred</td>
<td>825</td>
</tr>
</tbody>
</table>

III. Personnel

Noteworthy activities and accomplishments:

Penney C. Gong
- Southern Association of Collegiate Registrars and Admissions Officers, member
- Mississippi Association of Collegiate Registrars and Admissions Officers, member
- Administrative Staff Council, committee member
- Project Chair, Imaging Project
- Reclassification Committee, committee member

John Elliott
- Southern Association of Collegiate Registrars and Admissions Officers, member
- Mississippi Association of Collegiate Registrars and Admissions Officers, Executive Committee
- Mississippi ACT Council
- Mississippi Banner Users Group, Board of Directors

Judy Godbold
- Attended Mississippi Association of Collegiate Registrars and Admissions Officers Conference

Hayden Young
- Student Retention Coordinator “new position - transferred to registrar’s office”
- Awarded Bachelor of Arts degree with major in English.
- Pursuing Masters of Education Degree

Suzanne Usery-Oglesby
- Pursuing a BBA degree

Becky Roberson
- Pursuing a BBA degree
IV. Goals/Student Outcomes Assessments

Unit 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.

Institutional Goal:

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

Expected Results:

- Update on SCT imaging system (Banner XtenderSolutions) to configure specific needs for our office and the university and to establish a training plan for initial implementation of document storage and document management
- Upgrade to Internet Banner Native “Banner over the web”

Assessment Procedures:

- Project review by OIT and SCT on project scope
- Assessment of needs of all offices that have potential uses for the Banner XtenderSolutions system

Actual Results:

- Recommendations report submitted to OIT department for review.

Use of results:

- Immediate utilization of software and hardware for permanent records storage
Unit Goal 2:

- Provide accurate data and information to the Board of Trustees on enrollment and credit hours produced.

Institutional Goal:

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

Expected Results:

- All reports submitted to IHL will meet audit requirements.

Assessment Procedures:

- Record audit by IHL staff based on reports submitted to IHL office.

Actual Results:

- Audit was not conducted in 2003-2004.

Use of results:

- Deans and Department Chairs use enrollment and credit hour information for institutional planning.
- Funding for the University, based on the use of the funding formula, has been based on enrollment and credit hours.
Unit 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.

Institutional Goal:

- Increase student retention by providing a support program with the following attributes: Created new position to monitor retention and reassign international student advisor: a comprehensive system of advising and other services to enhance student development.

Expected Results:

- Implementation of CAPP module by Spring 2007

Assessment Procedures:

- Implementation review of CAPP

Actual Results:

- Implementation in initial stages will be in the organization, planning and training processes

Use of results:

- Faculty members will be able to place students in required courses and therefore should aid in more efficient retention efforts
- Faculty and students will be able to make decisions about courses needed to complete degree requirements.
Unit Goal 4:

- Utilize technological tools and upgrades to the network for a more secure and effective grading process and student record maintenance
- Maintain Web site with most current information

Institutional Goal:

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

Expected Results:

- Upgraded network and Web site would provide downloads on forms and information for university and registration processes

Assessment Procedures

- Survey campus-wide use of Web site and upgraded network

Actual Results:

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

Use of results:

- More effective services provided for administration, faculty and students
V. Learning Outcome Assessment Plan

Assessment Plan 1:

A. Learning Outcome:
Complete graduation application process in a timely manner.

B. Assessment Tools and Methods
What assessment tools and/or methods will you use to determine achievement of the learning outcome?
Limit measures to three.

Measure One: Count the applications that were submitted after the deadlines.

C. Data Collection and Analysis
Describe how the data from the assessment tools and methods will be collected. Explain the procedure to analyze the data.

Data Collection Procedure:
Measures 1 will be counted manually by the coordinator of commencement.

Analysis Procedure:
Determine the numbers and percentages of each measure as a bench marks.
Develop a strategy and method for improvement.

D. Results of Evaluation
What were the findings of the Analysis Team? List any specific recommendations.

Findings: Assessment measures were started in academic year 05-06. One or two semesters of data will be needed for results and recommendation.

Recommendation 1: will report 06-07 annual report

E. Use of Evaluation Results
What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?

Response: Assessment measures were started in academic year 05-06. One or two semesters of data will be needed for evaluation of results

F. Assessment Team Members.

Members:
Judy Godbold
John Elliott
Assessment Plan 2:

A. Learning Outcome:
Recognize need for financial advice or counseling before tuition payment deadline.

B. Assessment Tools and Methods
What assessment tools and/or methods will you use to determine achievement of the learning outcome?
Limit measures to three.

Measure One: System student report on non-payment of fees.

C. Data Collection and Analysis
Describe how the data from the assessment tools and methods will be collected. Explain the procedure to analyze the data.

Data Collection Procedure:
A system report that are processed each semester.

Analysis Procedure:
Determine the numbers and percentages of each measure as a bench marks.
Develop a strategy and method for improvement.

D. Results of Evaluation
What were the findings of the Analysis Team? List any specific recommendations.

Findings: Assessment measures were started in academic year 05-06. One or two semesters of data will be needed for results and recommendation.

Recommendation 1: will report 06-07 annual report

E. Use of Evaluation Results
What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?

Response: Assessment measures were started in academic year 05-06. One or two semesters of data will be needed for evaluation of results

F. Assessment Team Members.

Members:
John Elliott
Amy Green
Assessment Plan 3:

A. Learning Outcome:

Utilize early registration for curriculum planning.

B. Assessment Tools and Methods

What assessment tools and/or methods will you use to determine achievement of the learning outcome? Limit measures to three.

Measure One: System report on students who did not pre-register.

C. Data Collection and Analysis

Describe how the data from the assessment tools and methods will be collected. Explain the procedure to analyze the data.

Data Collection Procedure:
A system reports that are processed each semester.

Analysis Procedure:
Determine the numbers and percentages of each measure as a benchmark. Develop a strategy and method for improvement.

D. Results of Evaluation

What were the findings of the Analysis Team? List any specific recommendations.

Findings: Assessment measures were started in academic year 05-06. One or two semesters of data will be needed for results and recommendation.

Recommendation 1: will report 06-07 annual report

E. Use of Evaluation Results

What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?

Response: Assessment measures were started in academic year 05-06. One or two semesters of data will be needed for evaluation of results

F. Assessment Team Members.

Members:
Marilyn Kelly
Amy Green
John Elliott
Assessment Plan 4:

A. Learning Outcome:
Follow the rules and regulations of the registration process.

B. Assessment Tools and Methods
What assessment tools and/or methods will you use to determine achievement of the learning outcome? Limit measures to three.

Measure One: System report identifying students paying late registration fees.

C. Data Collection and Analysis
Describe how the data from the assessment tools and methods will be collected. Explain the procedure to analyze the data.

Data Collection Procedure:
A system reports that are processed each semester.

Analysis Procedure:
Determine the numbers and percentages of each measure as a benchmark.
Develop a strategy and method for improvement.

D. Results of Evaluation
What were the findings of the Analysis Team? List any specific recommendations.

Findings: Assessment measures were started in academic year 05-06. One or two semesters of data will be needed for results and recommendation.

Recommendation 1: Will report 06-07 annual report

E. Use of Evaluation Results
What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?

Response: Assessment measures were started in academic year 05-06. One or two semesters of data will be needed for evaluation of results

F. Assessment Team Members.
Members:
Amy Green
John Elliott
Assessment Plan 5:

A. Learning Outcome:
Be accountable for curriculum requirements.

B. Assessment Tools and Methods
What assessment tools and/or methods will you use to determine achievement of the learning outcome? Limit measures to three.

Measure One: Count of students graduation applications that must be moved to a future graduation date.

C. Data Collection and Analysis
Describe how the data from the assessment tools and methods will be collected. Explain the procedure to analyze the data.

Data Collection Procedure:
A manual count by the coordinator of commencement.

Analysis Procedure:
Determine the numbers and percentages of each measure as a benchmark. Develop a strategy and method for improvement.

D. Results of Evaluation
What were the findings of the Analysis Team? List any specific recommendations.

Findings: Assessment measures were started in academic year 05-06. One or two semesters of data will be needed for results and recommendation.

Recommendation 1: will report 06-07 annual report

E. Use of Evaluation Results
What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?

Response: Assessment measures were started in academic year 05-06. One or two semesters of data will be needed for evaluation of results

F. Assessment Team Members.

Members:
Judy Godbold
John Elliott