DELTA STATE UNIVERSITY: ANNUAL REPORT
for the 2002-2003 Academic Year

I. Unit Title: Registrar

    Unit Administrator: Penney C. Gong

II. Data and information for department 2002-03

    Students registered 9,997
    Degrees conferred 822

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
    ➢ Web for Executives Student team implementation leader
    ➢ Project Chair, Imaging Project
    ➢ Administrative Staff Council, committee member
    ➢ Diversity Committee, committee member
    ➢ 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

    Suzanne Usery-Oglesby
    ➢ Working towards a BBA degree

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    New position(s) requested, with justification
    ➢ None
Recommended change of status (promotion/tenure)

Change of status on Hazel Hilley-Carter to level 5
Change of status on Suzanne Usery-Oglesby to level 6
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:

➤ Initial assessment and preliminary needs analysis from SCT consultant to identify hardware needs to support the Banner XtenderSolutions system.
➤ Update on SCT imaging system 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.

Assessment Procedures:

➤ Project review by the university and SCT on project scope
➤ Interview and assess needs of all offices that have potential uses for the Banner XtenderSolutions system

Actual Results:

➤ Interview of user offices was conducted and a preliminary needs analysis was submitted by the visiting XtenderSolutions consultant
➤ Recommendations report submitted by consultant for hardware needs and offices to begin in phase one of the two phase project

Use of results:

➤ Immediate utilization of software and hardware for initial storing of permanent records
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 2001-2002.

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: a comprehensive system of advising and other services to enhance student development,…

Expected Results:

➢ Implement CAPP module by Fall 2003

Assessment Procedures:

➢ Review implementation 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 secured 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