DELTA STATE UNIVERSITY: ANNUAL REPORT
for the 2004-2005 Academic Year

I. Unit Title: Registrar
   Unit Administrator: Penney C. Gong

II. Data and information for department
   Students registered: 2003-04
   Degrees conferred: 9,360
   Degrees conferred: 837

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

Suzanne Usery-Oglesby
- Pursuing a BBA degree

Becky Roberson
- Pursuing a BBA degree

New position(s) requested, with justification
- None
III. 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
➢ Final assessment and needs analysis from SCT consultant to identify hardware needs to support the Banner XtenderSolutions system.
➢ Upgrade to Banner 6.0 and server for sufficient storage

Assessment Procedures:

➢ Project review by IT 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 IT 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 2002-2003.

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:

➤ Implementation of CAPP module by Spring 2006

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 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 fcrms 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