

**Institutional Evaluation
Department Planning and Evaluation
Registrar Assessment Plan**

Department Name: Registrar

Location: Rm. 104, 1st Floor

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Date: 06/17/2010

Department Mission

The mission of the Registrar's office is to effectively coordinate all processes that relate to the collection, maintenance and distribution of accurate student academic records as well as courses and scheduling.

Overview of Primary Services, Programs, Functions

1. Maintain/manage academic records.
2. Prepare and communicate appropriate academic information.
3. Data management and reporting.
4. Monitor academic progress.
5. Report information in compliance with state and federal regulations.

Departmental goals

1. Use classroom space effectively to accommodate increasing enrollment.
2. Effective communication of student information to all constituents (faculty and staff; local, state and federal institutions; other colleges and the student).

Registrar Planning Matrix FY2008-FY2013

Strategic Goal I – Grow existing programs.

Initiative	Functional Area	Responsibility	Methodologies	Resources	Measures	Outcomes Expected	Timeline
Goal 1: Use classroom space effectively to accommodate increasing enrollment	Enrollment Management	Registrar	<p>Ensure all students registration forms are collected</p> <p>Track retention averages</p> <p>Use weekly Admissions Comparative Reports</p>	<p>Direct effort</p> <p>Budget for Scantron (FY12 Budget)</p>	<p>Room Usage Percentages</p> <p>Course Evaluations</p>	<p>Appropriate class size</p> <p>Increased student satisfaction with class size</p>	Each Semester/ Academic Year
Goal 2: Effective communication of information to all constituents (the students, faculty, staff, local, state and federal	Enrollment Management	Registrar	<p>Collect information efficiently</p> <p>Accurate and timely entering of data</p> <p>Timely distribution of Transcript request, grade report and student schedule</p>	Direct effort	<p>IPEDS, HEADS, Clearing House and MSCHE reports</p> <p>Student Survey</p> <p>Faculty Survey</p>	<p>Compliance with federal regulations</p> <p>Increased student satisfaction with registrar services</p> <p>Increased faculty satisfaction with registrar services</p>	