

OFFICE OF THE REGISTRAR

**Academic Plan: August 2012**

**DEPARTMENT MISSION** (revised 6/2011)

The Office of the Registrar facilitates the mission of the College through our support of the Office of the Provost, the academic affairs unit, and the faculty.  We are dedicated to providing professional, student centered services;to maintaining the academic integrity of the College; and to open, honest, and collegial communications with our various constituencies. We also maintain the accuracy and security of all student records in accordance with College policy and government regulations.

**2011-2012 OUTCOMES**

**Systems & Reporting:**

* **BANNER:**
* Continued with the management & enhancement of the Banner system.
* Developed a procedure to record data on Thesis, Comprehensive Exams, and associated committees in native Banner.
* **Degree Evaluation:**
* Created degree evaluation models for several new undergraduate & graduate programs approved last year.
* Continued with the management and enhancement of the degree evaluation module.
* **Color Printer:**
* Acquired color printer to support growing reporting output
* **Academic Information:**
* Convened a small group of faculty who make the heaviest use of the services of the registrar’s office in order to identify needs, set priorities, and begin to think through the best way to meet those needs. Major issues were related to the degree evaluation module, procedures for English & language placement, & grading.
* Met with the deans and some of their staff to identify needs. As a result of that meeting provided school offices with access to SYRANGL, which allows them to set instructional methodology codes to create angel course shells for their school faculty, & SYRTATC, which permits them to identify course equivalencies for students seeking permission to study at other colleges over the summer.
* **Clearinghouse:**
* Worked with clearinghouse to revise the frequency with which we report individual student enrollment status. This was necessitated by the increase in parts-of-term.
* **Transfer Services:**
* Developed a mechanism for tracking the turnaround time of ground & distance campus transfer credit evaluations.

**Academic Services:**

* **Advising:**
* Support the Provost’s goal of improving the quality of academic advising by (a) increasing the use of the degree evaluation report, (b) revising the junior review process, and (c) establishing guidelines for effective advising:
	+ - Provided faculty training sessions on the degree evaluation module to faculty in the schools of Business/Justice Studies & Health Professions/Education.
		- Initiated discussions with the coordinator of First Year Seminar on training students on the degree evaluation module. Materials will be ready for use in fall 2012 seminar classes.
		- Worked with deans to develop process for recording communication to students regarding Junior Reviews in native Banner’s Academic Non-Course Form, which in turn shows up in degree evaluations.
		- Developed new change-of-major forms and process to allow for the gathering of more detailed degree information, which will ensure more accurate data migration into degree evaluations.
		- Changed recording protocols for transferring liberal arts & free electives, which will improve data flow into and accuracy of degree evaluations.
		- Assist the provost’s office & academic deans with management of undergraduate curriculum by overseeing, in tandem with the curriculum committee, the approval process for all courses:
* Assumed management of curriculum committee web site.
* Assumed responsibility for all curricular & course changes to both undergraduate and graduate catalogs.
	+ - Took on a more proactive role in advising new transfer students.
* **Transfer services:**
* Placed completed articulation agreements on web site.
* Continued process of developing & updating transfer articulation agreements.
* Implemented Banner functionality relative to transfer articulation issues.
* Continued to review and improve undergraduate transfer services.
* **Student Success:**
	+ Provided support to colleagues, as needed, in developing a Summer Institute for A5C students.
	+ Assisted Offices of Online & Extended Studies, and Graduate Studies, as needed, in reviewing the support systems for graduate students, to determine what additional support may be needed.
* **Faculty Orientation:**
* Participated in fall 2011 faculty orientation program.
* **Transcripts:**
* Investigated the feasibility of implementing e-transcript services. Due to minimal need, it was determined that we would not move forward with implementation at this time.
* **Commencement:**
* Assumed responsibility for undergraduate commencement web site
* Assisted Office of Graduate Studies in producing the College’s first graduate commencement ceremony.
* **Catalogs:**
	+ Assumed responsibility for ensuring all program changes are made in both the graduate & undergraduate catalogs.

**Organization & Structure:**

* **Staffing:**
* Hired new staff person in transfer services dedicated to online student evaluations & support of the emerging Online School-effective June 11, 2012.
* **Management of Student Staff:**
* Training of student staff appears to be improving.
* **Procedures Manual:**
	+ Began work on a comprehensive office procedure manual.

**2012-2013 GOALS**

**Systems & Reporting:**

* **Banner:**
	+ Implement native Banner coding in support of the Education Depts. new admission & retention policy. **(Dom/Diane M.) TBA**
	+ Continue with management & enhancement of the Banner system. **(Daphne/Diane M.) TBA**
* **Degree Evaluation:**
	+ Create degree evaluation models for any new undergraduate and graduate programs approved during the academic year. **(Dom/Diane) TBA**
	+ Continue the management & enhancement of the degree evaluation module. **(Lynn/Diane M.) TBA**
	+ Open “*What If Scenario*” degree evaluations to students & advisors. **(Lynn/Diane M.) TBA**
	+ Develop strategy for programming Culminating Academic Experiences into native Banner & the degree evaluation module**. (Dom/Diane M.) TBA**
* **Academic Information:**
	+ Schedule a meeting with the staff of the Provost’s Office in order to identify needs, set priorities, and think through the best way to meet those needs. **(Daphne/Dom) TBA**
	+ Continue to work with staff of the various school offices to assess their needs. **(Daphne/Dom) TBA**
* **EM Software:**
	+ Investigate feasibility of using EMS scheduling software to assist with academic scheduling. **(Patti/Doug Tichensky)**

**Academic Services:**

* **Advising:**
* Complete faculty training on the degree evaluation module by conducting session(s) for faculty in School of Arts & Sciences. **(Lynn)**
* Provide coordinator of First Year Seminar with a power point on how to access & use the degree evaluation module. Power point will be used in fall 2012 seminar sections for training new students. **(Lynn)**
* Implement Banner’s web self-service process for degree application. **(Dom/Lynn/Diane) TBA**
* Develop means for easier access to defined UC liberal arts courses. **(Amanda)**
* **Transfer Services:**
* Process of developing & updating transfer articulation agreements will continue. **(Amanda)**
* Continue to review & improve undergraduate transfer services. **(Amanda/Karen)**
* Completed articulation agreements will be placed on UC web site. **(Amanda/Lynn)**
* Fully implement support for emerging Online School. **(Amanda/Karen)**
* **Student Success:**
* Provide support, as needed in the implementation of the new Summer Institute for A5C students. **(All)**
* Assist offices of Online & Extended Services, & Graduate Studies, in reviewing the support systems for graduate students to determine what additional support may be needed. **(All)**
* **Faculty Orientation:**
* Assist with 2012 faculty orientation as needed. **(All)**
* **Satellite Campuses:**
* Provide support to colleagues, as needed, in exploring opportunities for establishing both domestic and international satellite campuses. **(All)**
* **Academic Assessment:**
	+ Support new director of academic assessment as needed. **(All)**

**Organization & Structure:**

* **Management of Student Staff:**
	+ Develop interview process for students referred to us by Student Employment. **(Lynn)**
* **Computer Hardware:**
* Due to aging, hard drives are in need of replacement. **(Dom)**
* **Procedures Manual:**
	+ Complete work on comprehensive office procedures manual**. (All)**

**TBA –** Reflects the fact that Daphne’s retirement is effective October 1, 2012 & Diane has been reassigned effect August 1. Goals assigned to them could be at risk.