

## PLANNING/OUTCOMES DOCUMENT

<b>Name of person(s) completing this form:</b>	<b>Christy Deaver, Registrar</b>	<b>Curriculum/Department:</b>	<b>Registrar's Office</b>
<b>Purpose/Mission Statement</b>		<b>Vision Statement, 3-5 years</b>	
To identify, recruit, enroll and retain students through effective student-centered programs and services. (Student Services Dept.)		To create and sustain an enrollment process that is driven by service to students and is focused on achieving enrollment goals through the planning and implementation of effective strategies for marketing, recruiting, enrolling and retaining students. (Student Services Dept.)	
<b>Departmental Strengths</b>		<b>Departmental Weaknesses</b>	
<ul style="list-style-type: none"> <li>• Well organized with well-trained staff</li> <li>• Good working relationship with the campus</li> </ul>		<ul style="list-style-type: none"> <li>• Paper student records not secure against fire.</li> <li>• Imaging process inadequate for needs</li> </ul>	
<b>Departmental Opportunities</b>		<b>Departmental Threats</b>	
<ul style="list-style-type: none"> <li>• New student information system will provide greater flexibility in record-keeping, registration and report production.</li> </ul>		<ul style="list-style-type: none"> <li>• New student information system training and implementation will be time consuming and reduce the department's overall efficiency.</li> </ul>	
College Goals	2005-2006 Department Outcomes/Goals	Success Criteria <small>(e.g. outcomes, enrollment increases)</small>	Plan of Action <small>(including resources needed)</small>
2	1. To continue elimination of paper files with the use of an optical scanning system	<ul style="list-style-type: none"> <li>• Continue the reduction of paper with full implementation of the optical scanning system</li> <li>• Scanned documents are more easily accessible by users of IIPS</li> </ul>	<ul style="list-style-type: none"> <li>a. Put aside two work days a week for scanning only</li> <li>b. Work with Network Administrator to identify and select a new system more compatible with IIPS and Colleague</li> <li>c. Have previous student files converted to optical system for state record keeping</li> </ul>
2	2. To continue cleanup with student data in preparation for conversion to Colleague	<ul style="list-style-type: none"> <li>• Continue cleaning student data before converting to new system</li> </ul>	<ul style="list-style-type: none"> <li>a. Eliminate paper copies of CPT scores, duplicate copies of college transcripts, and any other unnecessary documentation in the student file</li> </ul>
2	3. Re-evaluate forms used by the Registrar's Office	<ul style="list-style-type: none"> <li>• Have more accurate forms</li> </ul>	<ul style="list-style-type: none"> <li>a. Work with faculty and staff to make forms more efficient and effective for processing</li> </ul>

<b>Criteria Results</b> Be sure to utilize most current data available	<b>End of Year Analysis</b> (Goals achieved, impact of equipment purchased, improvements to program or service, contingencies, etc.). Describe how you used the results to improve your program/department.
Developed and implemented a Registrar Webpage	Registrar Office information and forms available online to better service students' needs.
Registration processes working more efficiently	More faculty and staff are aware of IIPS procedures.
Maintaining the accuracy of data and statistical reports	Have a more accurate count of student enrollment.
Gained further knowledge on Residency/International Residency procedures and regulations	Can better assist international students on residency issues and in a more timely manner.

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2	1. Continue preparations for transition to new student information system	Gain knowledge of new software	<ul style="list-style-type: none"> <li>• Attend workshops on Colleague system</li> <li>• Serve coordinator of transition</li> <li>• Work with the IT coordinator</li> </ul>
2	2. Redesign forms used by the Registrar's Office to be consistent with the new student information system	Have more appropriate forms	<ul style="list-style-type: none"> <li>• Develop forms that are essential and eliminate where necessary</li> <li>• Work with faculty and staff to improve processing</li> </ul>
2	3. Work with IT in identifying new imaging software for implementation.	Identify, acquire and implement software.	<ul style="list-style-type: none"> <li>• Identify the best software for the price</li> <li>• Acquire and implement the software</li> </ul>
2	4. Improve the security of the paper records	Purchased, installed and used.	<ul style="list-style-type: none"> <li>• Purchase fireproof cabinets</li> </ul>

<b>Budget Item Description (Budget items requested from college funds)</b>	<b>Current Year Budget:</b>	<b>Ongoing Operational Budget:</b>	<b>Expansion Budget:</b>
Supplies-		\$ 3,000	
Equipment-		\$ 30	Fireproof Cabinets \$7,200
Travel-		\$ 2,730	
Program Accreditation-		0	
Other- Printing, Subscriptions, Memberships, etc		\$ 4,270	
<b>TOTALS</b>		<b>\$10,030</b>	

