

Selected Goals from 2004-2005 Annual Reports

Unit: Office of the Registrar

Strategic Plan Goal	Unit Goal
With which 1 or 2 goals from the 8 current strategic plan goals does your 2004-2005 goal best align?	What were your unit level goals for 2004-2005 as contained in your 2003-2004 Annual Report?
Strategic Plan Goal 2 - The Student Community and Goal 8 - Ongoing Quality Improvement	Goal - Compliance Issues (2) The Office of the Registrar (OR) will focus on federal and state record compliance issues.
What action did you undertake to achieve this goal?	
Achieving this goal required a two-prong implementation approach. First, to meet compliance requirements, the records room was selected for renovations to allow for additional storage space for matriculated- student admission files. Resources were identified during the 2003-04 academic year and vendor selection and planning was initiated.	
Second, once the University's Student Records Policy was developed and approved, the Student Records Management Procedures Guideline required revisions which was assigned to staff within the office with an established completion date of September 2004.	
By what means did you assess goal achievement?	
Meeting the planning and construction project timeline as well as the completion of the project to renovate the records room served as the indicator in determining goal completion.	
Applying the new Student Records Policy information to the Student Records Management Procedures Guideline was the assessment indicator as to the goal completion.	
Describe the assessment results and the conclusions about goal attainment you inferred from them.	
The planning of the records room remodeling project was completed on time. It allowed the office to clearly identify and enhance our support role to the admissions process. Future planning will need to take into account admissions, advising, faculty and new record retention requirements.	
Assessment showed that to educate the campus and new employees of the revisions to the Student Records Management Procedures Guideline, OR requested the document linked to the new	

employee tutorial web site, as well as dissemination within new employee packets and to all current employees. The goal was attained.

What continuous improvement resulted from the use of the assessment data?

The records room planning process identified a larger need for the University to address future record retention/management environment. Working to revise the Student Records Management Procedures Guideline allowed OR to plan and implement procedures that will educate all University employees in regards to FERPA and educational record requirements. With federal and state regulations ever evolving, OR will continually be positioned to monitor and seek ways to manage federal, state and University record compliance issues.
