



Unit/Office 2014-2015 Goals & Assessment Plan 2014-2015 Closing the Loop Summary 2015-2016 Goals & Assessment Plan	Unit: Registration and Records Director: Peter Dowe
Unit Mission: Overarching Strategic Goal: To be a nationally recognized comprehensive master's institution focused on student success as evidenced by significant gains in select benchmarks.	

2014-2015 Assessment Plan

This section summarizes the unit plans for progress toward strategic goals.

Strategic Plan Construct	Divisional Priority/Objective(s)	Unit Goal	Assessment Objective	Assessment Results	Resources Used	Outcome/Status
SD: 4.1	Support Services	“Live” with Degree Works for all FY 2014-2015 admission.	<ul style="list-style-type: none"> -Improve service to students. -Improve transfer mobility. -Improve faculty-based advisement. -Increase # of students on DW vs. DARs. 	<ul style="list-style-type: none"> -Positive feedback from students and advisors. -Successful graduation clearance for several students via degree works. -Successfully provide DW audits for over 50% of student population. 	<ul style="list-style-type: none"> -R&R scribe of degree programs. -R&R co-implementation of banner articulation w/ Academic Advisement and IT. 	5396 students using Degree Works 5075 students using DARs
SD: 4.2	Support Services	Continued to assist SUNY System Admin with the development of dashboard reports in Degree Works. Tested, verified data elements within the dashboards, provided feedback on usability and specific data elements to assess.	<ul style="list-style-type: none"> -Course demand. -Number of requirements completed vs. time to degree. 	<ul style="list-style-type: none"> -Enhanced reports -Data available in dashboards as campus’ implement to DW. 	None budgeted.	Several SUNY campuses are using the dashboards for their assessment needs. <ul style="list-style-type: none"> -Initial results support the SUNY initiative for reverse transfer. -Initial results support the initiative to reduce time to degree.

Strategic Plan Construct	Divisional Priority/Objective(s)	Unit Goal	Assessment Objective	Assessment Results	Resources Used	Outcome/Status
SD: 4.3	Support Services	Improve the creation of the course schedule.	<ul style="list-style-type: none"> -Reduce # of complaints -Improve service to academic departments -Improve service to students -Reduce errors -Improve timeliness of updates. 	Continuous need for improvement. Department survey was not administered in 2014 as focus was on EMS. Survey be distributed fall 2015.		Internal improvements are still needed in the areas of service to students and academic departments for timely updates to the course schedule.
SD: 4.31	Support Services	Implementation of EMS – Event Management Schedule.	<ul style="list-style-type: none"> -Improve service to academic departments -Reduce errors -Improve timeliness of updates. -Better process for room scheduling. 	Completed successful implementation of EMS (Event Management Scheduler) within 6 months.	Attended training webinars for set up.	Anticipated improvement with room assignments for the course schedule. Reports to be utilized for enhanced performance and better quality control.

Creating a Culture of Evidence & Continuous Improvement

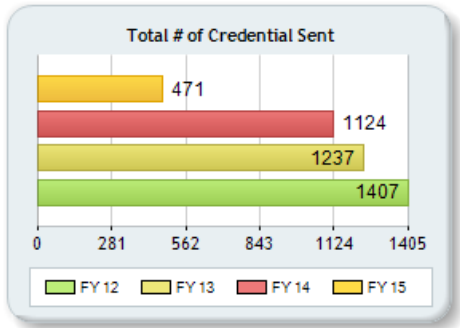
The College at Brockport is committed to improving program effectiveness and the quality of the student experience through assessment data. The use of assessment data will contribute to the culture of evidence within each unit and the overall campus community. This section allows units to report administrative assessment data that might not necessarily be tied to a specific goal, but illustrates program or unit effectiveness.

Assessment Objective	KPIs/Benchmark	Outcome/Results	Analysis
Registration headcount and credit hours	Data Mart Headcount and Credit Hour Report	Benchmark: 2014 Results: Headcount 8475 Credit Hours 106829 UG: 7146 GR: 1329	Strategies are being assessed within the division in regards to increased enrollment through the admission process and retention efforts.
Graduation status notification.	Students are notified very quickly (often within hours) after submission of the online graduation application of any potential problems that may prevent degree.	Students with problems that were resolved leading to degree awarded. 201402 - 525 201406 - 179 201409 - 177 201501 - 26 201502 - 570	More students applied early and were notified of potential problems that need correction in order to complete their degree. Future steps will continue to include a b-mail to students to remind them to apply early.

Registration & Records

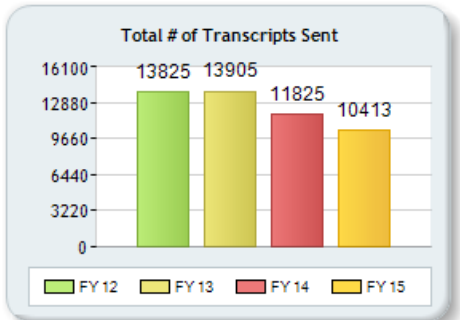
Description

Total # of Credential files sent to prospective employers.

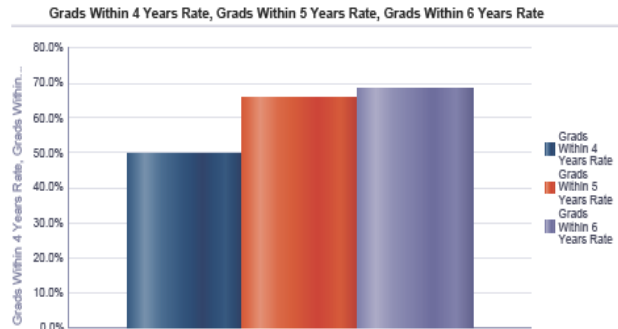


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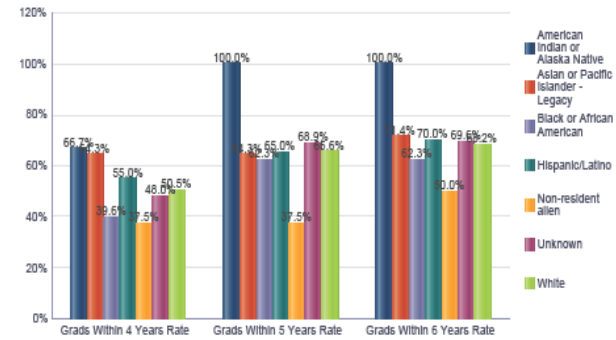
Total student transcripts requested (grad school, employers etc.)



NOTE:
 These Graduation Rate dashboards may show slightly lower graduation rates than those reported to IPEDS.
 In the Graduation Rate dashboards, a student enrolled First Time Full Time twice at the same institution
 will be omitted as an award recipient from the cohort of enrollees for the later enrollment term.



Gender	Initial Cohort Student Count	Grads Within 4 Years Rate	Grads Within 5 Years Rate	Grads Within 6 Years Rate	4 Year Grad Count	5 Year Grad Count	6 Year Grad Count
Grand Total	991	49.7%	65.8%	68.1%	493	652	675
Female	567	57.0%	73.2%	75.1%	323	415	426
Male	424	40.1%	55.9%	58.7%	170	237	249



Degree Awarding Campus: Brockport

IPEDS Race Ethnicity (first term)	Initial Cohort Student Count	Grads Within 4 Years Rate	Grads Within 5 Years Rate	Grads Within 6 Years Rate	4 Year Grad Count	5 Year Grad Count	6 Year Grad Count
Grand Total	991	49.7%	65.8%	68.1%	493	652	675
White	745	50.5%	65.6%	68.2%	376	489	508
Black or African American	53	39.6%	62.3%	62.3%	21	33	33
American Indian or Alaska Native	3	66.7%	100.0%	100.0%	2	3	3
Hispanic/Latino	20	55.0%	65.0%	70.0%	11	13	14
Non-resident alien	8	37.5%	37.5%	50.0%	3	3	4
Unknown	148	48.0%	68.9%	69.6%	71	102	103
Asian or Pacific Islander - Legacy	14	64.3%	64.3%	71.4%	9	9	10

Degree Awarding Campus = Brockport
 Entering Campus = Brockport
 Entering in Term = Fall 2008

2014-2015 Closing the Loop Summary Report

The following report outlines the assessment tools used and data compiled in regard to **no more than three** unit/office goals from 2014-2015. It will also highlight the proposed action items and recommendations for the next year. Please note that this information will be included in the EMSA Briefing Book.

2014-2015 Goal: To aid in the development of Dashboards for Degree Works and SUNY.

Tool Used: SUNY Dashboards on graduation rates.

Data/Results: Baseline data for assessment includes gender and race/ethnicity to provide a clearer picture of what is happening at Brockport.

Summary/Conclusions: The data results in the dashboard reports provide the College with useful information on graduation rates with attention given to gender/race and ethnic backgrounds as well as those segments who appear to be achieving the 4 year graduation rate and those who are taking longer to complete a degree. The College can use this information to develop strategies for helping to facilitate effective time to degree interventions and strategies.

Recommendations/Action Items for next year: Collaboration between departments to address outcomes found in the data to increase graduation rates and swifter time to degree.

Methods for disseminating results: Registration and Records worked with SUNY System Administration to test and verify the information of the dashboards. The results should prove useful.

Sentence to be included in EMSA Briefing Book: During the 2014-2015 academic year, 952 of the students who were notified of an issue related to graduation were able to resolve the issue and were awarded a degree.

2014-2015 Goal: Implementation of Event Management System (EMS) for classroom scheduling

Tool Used: Event Management System EMS to assign the classroom spaces for the schedule of classes beginning summer 2015.

Data/Results: EMS was successfully implemented for the production of the summer 2015 schedule of classes. Configuration of the academic spaces at Brockport Campus were added in EMS at that time. Areas, buildings, room type/preferences were established within EMS for the purpose of providing more efficient room scheduling.

Summary/Conclusions: EMS software was used for room assignments for the academic schedule. Some problems were discovered by the Academic Scheduler within Registration and Records such as some missing rooms from the initial installation as well as missing security permissions within the software. Once these issues were addressed, the rollout of EMS was a success.

Recommendations/Action Items for next year: Monitor reports within EMS for quality assurance. Instructor conflicts, unscheduled classes, instructor back to back assignments; etc. will be identified and corrected prior to the start of the semester. Rollout of campus planning interface is expected to begin at the start of this fiscal year to allow departments to improve how departments are making updates to the schedule.

Methods for disseminating results: Implementation deadline was kept. Additional work on the preference settings may be needed as we progress through the process, however, an acceptable course schedule was developed for summer and fall 2015.

Sentence to be included in EMSA Briefing Book: EMS will allow users to easily review classroom utilization and promote greater collaboration between College Events and Registration and Records related to the use of academic space for events.

2015-2016 Assessment Plan

This section summarizes the unit's future plans for progress toward strategic goals.

Strategic Plan Construct	Divisional Priority/Objective(s)	Unit Goal	Assessment Objective	Assessment Measures	Resources Needed	Action Plan	Person(s) Responsible
Co-Curricular & Support Programs	SD: 4	Course Schedule improvements.	% of satisfaction from academic departments.	2015 survey results through Campus Labs.	n/a	Ongoing	J. Stewart
Co-Curricular & Support Programs	SD: 4	FYI's to students about R&R important Dates and Deadlines	#of inquiries via phone and email regarding dates and deadlines.	Fewer inquiries	Twitter account	Ongoing	P. Dowe K. Duquette
Co-Curricular & Support Programs	SD: 4	Retro-Active Imaging	Indexing of old archive files. Fall 2011 backward.	Ongoing until all files have been converted to an electronic image. Completed retro files to 2005.	None budgeted. Additional scanner has been requested.	Ongoing until complete.	S. Johnston

Points of Pride & Accomplishments

This section allows for you to identify points of pride and accomplishments throughout the 2014-2015 year. These points of pride may align with The College at Brockport's Strategic Plans Constructs (Academic Quality & Engagement, Co-curricular & Support Programs, Learning Environment & Quality of Place, Culture of Philanthropy & Alumni Connectedness), College Priorities, College Goals; Divisional Priorities; and Unit Goals. Also, note if the point of pride aligns with a unit goal.

Point of Pride/Accomplishment (include data/results as applicable)	Applicable Strategic Construct/ College Priority/College Goal/ Divisional Priority/Unit Goal	Additional Notes
Implementation of Transcripts Plus – first full year in process.	Co-Curricular & Support Programs SD: 4	Improved service to students, fewer errors and increased productivity in the office. 10379 copies sent for \$110686.00
Promotional video introducing Degree Works to the College Community.	Co-Curricular & Support Programs SD: 4	Created by Student Interns! Co-Curricular & Support Programs
Graduation status notification with the online application.	Co-Curricular & Support Programs SD: 4	Graduation status notification sent to students within hours after applications are received. Problems with academic requirements are communicated to students quickly, improving time to degree and overall graduation rates.
Implementation of EMS	Co-Curricular & Support Programs SD: 4	Automated process to efficiently schedule classrooms for the academic schedule. This is the first phase of improvements needed in this area.
Implementation of Degree Works	Co-Curricular & Support Programs SD: 4	Degree Works is the current degree audit for all students who admitted to the college in FY 2014-15. Currently more than ½ of all our students are using DW.