

Q1. 2021 Unit Assessment Plan

Complete the GCU Unit Assessment Plan with three goals aligned with GCU's Mission and Strategic Compass. See the template within the University Assessment Plan on the GCU Assessment webpage. You can repeat your previous assessment plan if it is still valid.

Unit Assessment Plans are due February 28.

Q2. Name of Administrative Unit

Office of Human Resources

Q3. Name of the person completing this report. (Last, First)

Dianna Sofo

Q4. Email address of person completing this report.

dsofo@georgian.edu

Q5. To which Cabinet Member does this unit report?

- ☐ President
- ☐ Provost
- ☐ Executive Director for Mission Integration
- ☒ Vice President Finance and Administration
- ☐ Vice President Institutional Advancement
- ☐ Exec. Director of Marketing and Communication
- ☐ Vice President for Enrollment & Retention
- ☐ Other, (please specify

Q6. This plan is based on the following year type selection:

- ☒ Calendar Year (January-December)

- ☐ Academic Year (September-August)
- ☐ Fiscal Year (July-June)
- ☐ Other

Q7. State Goal 1 for your administrative unit.

Implement Performance Management, Data Analytics and Position Control through ADP

Q8. State the Outcomes for Goal 1.

- ☒ 1.1
Streamline processes through the implementation of ADP Workforce Now modules
- ☒ 1.2
Record core competencies for all campus employees - faculty/staff/students/adjuncts
- ☒ 1.3
Simplify the process to increase on time submissions and compliance
- ☒ 1.4
Paperless - documents will be stored in the ADP Workforce Now system
- ☒ 1.5
Easy access for managers and employees
- ☒ 1.6
Use predictive analytics for workforce planning

Q9. State Goal 2 for your administrative unit.

Issue Adjunct Contracts through Human Resources prior to start of semester.

Q10. State the Outcomes for Goal 2.

- ☒ 2.1
Adjuncts will receive contracts prior to the start of the semester

- ☒ 2.2 Adjunct employment data will be input in the ADP system in a timely manner
- ☒ 2.3 Adjuncts will have access to Student Information Systems earlier
- ☒ 2.4 Adjuncts will have additional time to prepare for classes prior to semester start date
- ☒ 2.5 Allow HR to accurately track adjunct contact hours for NJ mandatory sick time calculations
- ☐ 2.6

Q11. State Goal 3 for your administrative unit.

Participate in the Great Colleges and Universities program

Q12. State the Outcomes for Goal 3.

- ☒ 3.1 Survey employees through a third party as a baseline for what we need to do better
- ☒ 3.2 Share results with campus community
- ☒ 3.3 Form a committe to work on employee engagement and retention
- ☒ 3.4 Improve morale
- ☐ 3.5
- ☐ 3.6

Q13. Give the Mission alignment for unit assessment goals. Check all that apply.

	Goal 1	Goal 2	Goal 3
Georgian Court University, founded by the Sisters of Mercy of New Jersey in 1908 and sponsored by the Sisters of Mercy of the Americas since January 2007, provides a comprehensive liberal arts education in the Roman Catholic tradition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The university has a special concern for women and is a dynamic community committed to the core values of justice, respect, integrity, service, and compassion, locally and globally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Georgian Court provides its students with a curriculum broad enough to be truly liberal, yet specialized enough to support further study and future careers.

Georgian Court provides students with an environment for the entire university community to grow through shared educational, cultural, social, and spiritual experiences.

Georgian Court provides students with the will to translate concern for social justice into action.

No direct alignment with Mission.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Q14. Give the alignment with the GCU Strategic Compass Point (s) for your unit assessment goals. Check all that apply.

	Goal 1	Goal 2	Goal 3
Compass Point 1: Mission Fulfillment through Academic Excellence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compass Point 2: Mission Fulfillment through an Exceptional Student Experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compass Point 3: Mission Fulfillment through Revenue Generation and Diversification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compass Point 4: Mission Fulfillment through Operational Efficiency and Utilization.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
No direct alignment with the Strategic Compass.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q15. Please select the directive(s) aligned with your goal(s) for Compass Point 1: Mission Fulfillment Through Academic Excellence. (check all that apply)

This question was not displayed to the respondent.

Q16. Please select the directive(s) aligned with your goal(s) for Compass Point 2: Mission Fulfillment Through Exceptional Student Experience. (check all that apply)

This question was not displayed to the respondent.

Q17. Please select the directive(s) aligned with your goal(s) for Compass Point 3: Mission Fulfillment Through Revenue Generation and Diversification. (check all that apply)

This question was not displayed to the respondent.

Q18. Please select the directive(s) aligned with your goal(s) for Compass Point 4: Mission Fulfillment Through the Operational Efficiency and Resource Utilization. (check all that apply)

	Goal 1	Goal 2	Goal 3
4.1 Develop a collaborative financial strategy for the next three years that integrates the strategic enrollment and academic plans. These plans will be supported by Capital and Leased space development programs and the integration of the Facilities Conditions Assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Develop a plan that re-imagines the campus to make efficient and effective use of physical spaces on campus, inclusive of renewal and replacement programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Develop the Campus Master Plan and a Strategic Technology Master plan to support campus operations and expand satellite and virtual academic sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Enhance and expand efficient process improvement programs to provide more supportive operations and efficient campus operations and workflows.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Q19. With which MSCHE (Middle States Commission on Higher Education) Standard are your unit assessment goals aligned. Try to limit your response to the primary area of alignment.

	Goal 1	Goal 2	Goal 3
Standard I. Mission and Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard II. Ethics and Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard III. Design and Delivery of the Student Learning Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard IV. Support of the Student Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard V. Educational Effectiveness Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard VI. Planning, Resources, and Institutional Improvement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standard VII. Governance, Leadership, and Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am not sure which Standard to choose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applies to all Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q20. What metrics will be used to measure results of Goal 1?

Completion of implementations and training.

Q21. What metrics will be used to measure results of Goal 2?

Successfully issuing most adjunct contracts prior to the start of the semester. With the exception of those issued at the last minute due to addition of sections, etc.

Q22. What metrics will be used to measure results of Goal 3?

This will be the baseline survey information and will address employee satisfaction with their jobs and GCU in general. I would be happy with a 60% response rate.

Q23. What will be the benchmark for successfully meeting Goal 1?

Goal of 100% of implementation of targeted components of ADP. Utilizing quality comparative data that will assist with workforce budgeting/ planning/compensation. Ultimately to affect recruitment of qualified candidates and retention of our best employees.

Q24. What will be the benchmark for successfully meeting Goal 2?

HR to issue contracts to Adjuncts prior to the start of their respective teaching assignment. Increase in adjunct satisfaction and reduction in the time it takes to gain access to student information systems. Retention of our best adjuncts and a centralized process for contract generation.

Q25. What will be the benchmark for successfully meeting Goal 3?

Forming a committee to address results of the surveys and planning how to improve employee satisfaction when the next survey is issued. Success will be based on future survey results - should reflect an improvement in overall satisfaction.

Q26. Name the person(s) responsible for Goal 1.

Dianna Sofo

Q27.
Name the person(s) responsible for Goal 2.

Dianna Sofo

Q28.
Name the person(s) responsible for Goal 3.

Dianna Sofo

Q29.
In which year will Goal 1 be assessed?
Note: Data is collected annually, but analysis is done on a three-year cycle, one goal per year.

- ☒ Year 1
- ☐ Year 2
- ☐ Year 3

Q30.
In which year will Goal 2 be assessed?
Note: Data is collected annually, but analysis is done on a three-year cycle, one goal per year.

- ☐ Year 1

- ☒ Year 2
- ☐ Year 3

Q31.

In which year will Goal 3 be assessed?

Note: Data is collected annually, but analysis is done on a three-year cycle, one goal per year.

- ☐ Year 1
- ☐ Year 2
- ☒ Year 3

Q32. Are there any additional comments you would like to add to this report?

Location Data

Location: [\(40.088104248047, -74.196296691895\)](#)

Source: GeoIP Estimation

