

Q1. 2025 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 the Registrar

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

Ratico, CarlaMaria

Q4. Email address of person completing this report.

cratico@georgian.edu

Q5. Date plan submitted

02/13/2025

Q6. To which Cabinet Member does this unit report?

- ☐ President
- ☐ Provost (Academic and Student Affairs)
- ☒ Associate Provost for Academic Program Development
- ☐ Associate Provost for Student Support and Services
- ☐ Executive Director of Mission Integration
- ☐ Vice President Finance and Administration
- ☐ Vice President Institutional Advancement
- ☐ Vice President for Enrollment Management

☐ Other, (please specify

Q7. This plan is based on the following year type selection:

☒ Calendar Year (January-December)

☐ Academic Year (September-August)

☐ Fiscal Year (July-June)

☐ Other

Q8. State Goal 1 for your administrative unit.

The Office of the Registrar will review all procedures & policies utilized for new ERP system J1.

Q9. State the Outcomes for Goal 1.

☒ 1.1

Review and evaluate processes and procedures for best practice versus current use.

☒ 1.2

Create and/or update processes and procedures for conversion and training.

☒ 1.3

Share information on created and/or updated information with GCU community.

☐ 1.4

☐ 1.5

☐ 1.6

Q10. What metrics will be used to measure results of Goal 1? Align with above outcomes.

☒ 1.1

Processes will be reviewed for best practices and J1.

☒ 1.2

Processes will be updated/eliminated.

☒ 1.3

GCU Community will be informed regarding changes/updates.

☐ 1.4

- ☐ 1.5
- ☐ 1.6

Q11. What will be the benchmark for successfully meeting Goal 1? Align with the above metrics.

- ☒ 1.1 85% processes will be reviewed for current use vs. best practice with insight from Jenzabar.
- ☒ 1.2 85% processes will be updated and/or eliminated.
- ☒ 1.3 85% of GCU Community will be informed regarding additions/exclusions of processes/policies via email and/or training.
- ☐ 1.4
- ☐ 1.5
- ☐ 1.6

Q12. State Goal 2 for your administrative unit.

By the end of the new ERP conversion, the Office of the Registrar staff will cross-trained in all aspects of processes and policies regarding records and registration to serve needs of our GCU community.

Q13. State the Outcomes for Goal 2.

- ☒ 2.1
- ☒ 2.2
- ☒ 2.3
- ☐ 2.4
- ☐ 2.5
- ☐ 2.6

Q14. What metrics will be used to measure results of Goal 2? Align with the above outcomes.

- ☒ 2.1 Processes are approved and utilized.
- ☒ 2.2 Meeting convey information staff needs to be informed.
- ☒ 2.3 Staff can perform all registration and records processes and functions.
- ☐ 2.4
- ☐ 2.5
- ☐ 2.6

Q15. What will be the benchmark for successfully meeting Goal 2? Align with above metrics.

- ☒ 2.1 85% of processes approved and implemented.
- ☒ 2.2 85% bi-weekly staff meetings occur.
- ☒ 2.3 Staff can demonstrate 85% knowledge of all processes.
- ☐ 2.4
- ☐ 2.5
- ☐ 2.6

Q16. State Goal 3 for your administrative unit.

The Office of the Registrar will successfully transition to new ERP Jenzabar J1.

Q17. State the Outcomes for Goal 3.

- ☒ 3.1 Timeline goals achieved regarding Office of the Registrar functions.
- ☒ 3.2 Office of the Registrar staff and GCU community are scheduled for training regarding area of records, registration and Self-Service..

- ☒ 3.3 Staff and GCU community possess knowledge of processes in areas of records, registration and self-service.
- ☐ 3.4
- ☐ 3.5
- ☐ 3.6

Q18. What metrics will be used to measure results of Goal 3? Align with the above outcomes.

- ☒ 3.1 Office of Registrar can utilize J1 and no longer utilize Power Campus.
- ☒ 3.2 GCU Community possess knowledge of records, registration and self-service.
- ☒ 3.3 GCU community has knowledge and access to J1 functions needed for their responsibilities.
- ☐ 3.4
- ☐ 3.5
- ☐ 3.6

Q19. What will be the benchmarks for successfully meeting Goal 3? Align with above metrics.

- ☒ 3.1 Office of Registrar can utilize J1 fully and no longer depend on PowerCampus.
- ☒ 3.2 GCU community has understanding of records and registration in J1.
- ☒ 3.3 GCU community is able to utilize J1 regarding records and registration needs.
- ☐ 3.4
- ☐ 3.5
- ☐ 3.6

Q20. 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.

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

Q21. 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"/>

Q22. 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.

Q23. 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.

Q24. 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.

Q25. 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.



Q26. 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"/>

Q27. Name the person(s) responsible for Goal 1.

CarlaMaria Ratico

Q28. Name the person(s) responsible for Goal 2.

CarlaMaria Ratico

Q29. Name the person(s) responsible for Goal 3.

CarlaMaria Ratico

Q30. 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

Q31.

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

Q32.

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

Q33. Are there any additional comments you would like to add to this report?

These goals are contingent upon the start of the implementation of the Jenzabar J1 system.

Location Data

Location: [\(40.0923, -74.2252\)](#)

Source: GeoIP Estimation



