

**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**

Registrar Office

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

Kathleen Boody

**Q4. Email address of person completing this report.**

kboody@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.**

The Office of the Registrar will work in collaboration with academic departments and the enrollment management division to implement degree mapping database and operations for efficient and accurate course evaluations, course enrollment and degree audit.

**Q8. State the Outcomes for Goal 1.**

- 1.1  
Utilizing our role in curriculum committees, the registrar office will evaluate and recommend changes in the use of prerequisites and other enrollment triggers to streamline barriers for course enrollment.
- 1.2  
The office of the registrar will evaluate enterprise database systems for capabilities of implementation of degree mapping.
- 1.3  
NJ Transfer and other 3rd party avenues for course evaluation will be reviewed, maintained and implemented as needed for students and admission staff to better understand credit transfer.
- 1.4  
Degree audit processes will continue to move toward automation as available.
- 1.5
- 1.6

**Q9. State Goal 2 for your administrative unit.**

The Office of the Register will continue to implement standards for compliance of laws and regulations associated to Student Academic Records, including record retention, student privacy, and enrollment reporting.

**Q10. State the Outcomes for Goal 2.**

- 2.1  
Develop and provide University wide FERPA training for all university employees.

- 2.2 Under the direction of the Data Governance team, implement training and standards for the handling of university and student data.
- 2.3 Continue to develop record management policy and implement safeguards for the student records, particularly the legacy records in the casino.
- 2.4 Crosstrain the registrar staff in the enrollment reporting requirements and the role of the office in student record compliance.
- 2.5
- 2.6

**Q11. State Goal 3 for your administrative unit.**

The office of the Registrar will develop processes & procedures to better serve constituents with accuracy and efficiency.

**Q12. State the Outcomes for Goal 3.**

- 3.1 Automation of processes will be embraced wherever necessary.
- 3.2 Office roles and responsibilities will be re-aligned to be person serving or backend operation/data management.
- 3.3 Evaluate and/or eliminate processes and procedures that do not serve constituents or legal requirements.
- 3.4 Evaluate and set hours of operation that better serve the students and faculty.
- 3.5
- 3.6

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

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.

Goal 1

Goal 2

Goal 3

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



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

Implementation of degree mapping software. Maintenance of NJ Transfer evaluations. Reduce the number of prerequisites on record.

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

Provide annual FERPA training to 100% of employees with access to student enrollment data. Develop policies for record retainment and destruction. Improve employee knowledge and understanding of FERPA requirements (baseline in 2022).

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

Increase the number of automated processes. Improve student satisfaction scores (NSSE - student services) Crosstrain and evaluate staff knowledge of requirements for record and data handling.

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

15% of degree maps are automated. 100% compliance with NJ Transfer evaluations within annual year.

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

20% reduction in the number of pre-requisites. 100% of employees participate in FERPA training. 15% improve in knowledge of FERPA (baseline 2022)

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

10% increase in the number of automated processes 100% compliance with cross training and knowledge

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

Kathleen Boody

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

Kathleen Boody

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

Kathleen Boody

**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:** [\(27.6893, -80.3757\)](#)

**Source:** GeoIP Estimation

