

# **2012-2013 Annual Planning Reference Documents**



**Gordon College  
Office of Institutional Research  
July 2012**

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## Summary List of 2012-2013 Annual Planning Objectives

### ACADEMIC AFFAIRS

1. Improve the retention and success rates of the first-time / full-time cohort and all other students.
2. Create a plan for the reorganization of AA to support the college's transition from two-year to four-year status.
3. Nurture and add baccalaureate programming that serves the needs of our students and the region.

### Business and Social Science

1. Continue with development of history baccalaureate program.
2. Implement new Area F for Information Technology.
3. Propose baccalaureate in Human Services.
4. Increase student out-of-classroom learning experiences.

### Humanities

1. Complete development of core group of "Global Perspectives" courses.
2. Improve retention in HUM on-line courses.
3. Complete comprehensive review of HUM core curriculum courses.

### Library

1. Provide and maintain a full range of technology and resources to support programs.
2. Empower students and faculty with innovative discovery tools while providing access to full range of technology, resources and services.
3. Increase staff level of knowledge and expertise in online searching.
4. Promote, provide, and maintain the library as place – providing space to meet the varied needs of students, faculty, and staff.

### Mathematics and Natural Sciences

1. Complete reorganization of Radiologic Science major.
2. Increase number of faculty/student research mentorships.
3. Recertify GAPS club.
4. Research, plan and propose changes in math remediation education integrating into (Just-in-Time) MATH 1001 and MATH 1111.

### Nursing and Health Sciences

1. Improve the quality of seminars in all nursing courses.
2. Ensure at least 70% of students followed by Academic Intervention and Mentoring Coordinator graduate or progress in the program.
3. Track areas of success and deficiency in the nursing program.
4. Develop and implement an HSIA bachelor's program.

5. Form a committee to investigate the feasibility of a generic BSN program and begin initial planning for a proposal.

### **Teacher Education**

1. Continue to provide high quality teacher candidates.
2. Continue to strengthen our relationship with our regional area educational partners using faculty expertise.
3. Explore the addition of a major in Middle Grades Education.

## **BUSINESS AFFAIRS**

### **Auxiliary Services**

1. Obtain portable handheld registers to use during Book Rush.
2. Install 35 lockers outside bookstore entrance.

### **Business Office**

1. Review, automate and streamline various business office processes such as billing, refunding, and feeding to PeopleSoft.
2. Conversion from hard copy paper documents to online documents.
3. Implement marketing strategies for educating students regarding payments.

### **Computer Services**

1. Deploy digital signage.
2. Successful implementation of DegreeWorks with faculty and student training.
3. Successful implementation of D2L with faculty and student training.
4. Improve Server Ops to improve reliability and efficiency of backups.

### **Controller**

1. Implement iStrategy Reporting Tool.
2. Monitoring of new internal control procedures.
3. Risk Management Review.

### **Facilities**

1. Russell Hall renovations including furniture.
2. Instructional Complex renovations including furniture.
3. Replace desks in all classrooms of Instructional Complex.
4. Dining Facility renovation and addition.
5. Explore library addition and/or renovation.

### **Human Resources**

1. Continue the implementation of Title IX.
2. Continue the implementation of ePAF (electronic personnel action form.)
3. Revise recruitment and hiring process.

**Public Safety**

1. Build a safe room for emergency response personnel during tornadoes and inclement weather.
2. Develop a policy for a psychological test for newly hired personnel.
3. Implement training opportunities for leadership development for all supervisors.

**INSTITUTIONAL ADVANCEMENT****Alumni Relations**

1. Expand alumni efforts to include more reunions and meetings on campus.
2. Involve alumni with campus events.
3. Establish an active class agent program.
4. Improve alumni communication with use of social media.
5. Involve alumni in fundraising projects.
6. Digitize all yearbooks for archives.
7. Establish 2012 graduate giving program.
8. Establish procedure for handling donations of artifacts.
9. Develop more interaction with the athletic department for reunions and fundraising.

**Community Education**

1. Expand marketing strategies
2. Reduce costs to improve self-sufficiency
3. Increase revenue to improve self-sufficiency

**Development**

1. Hire Development Specialist
2. Increase trustee involvement in fundraising
3. Secure funds for military memorial

**Institutional Research**

1. Hire IR Director

**Marketing**

1. Identify vendor for marketing study.

**Public Information**

1. Develop expert list of faculty/ staff – shop the list to area media.
2. Illustrate that Gordon has value in the region.

## **STUDENT AFFAIRS**

### **Admissions**

1. Increase incoming student academic profile.
2. Participate in PROBE fairs including Transfer PROBE fairs.
3. Expand high school counselor network.
4. Increase ACCEL participation.
5. Participate in Adult Learning Consortium and Soldiers to Scholars.

### **Athletics**

1. Maintain academic support for all student-athletes to enhance overall academic achievement and grade point average.
2. Develop fundraising plan to increase scholarships and awareness of the financial need for all sports.

### **Counseling:**

1. Increase knowledge base of high school students regarding post-secondary requirements for DS accommodations.
2. Promote Counseling Center services and campus safety.
3. Enhance counseling website.

### **Financial Aid**

1. Complete the Verification Outsourcing Project with Global Financial Aid Services.
2. Realign Financial Aid Office responsibilities due to Verification Outsourcing project.

### **Registrar**

1. Implement DegreeWorks.
2. Convert paper student records to electronic format.

### **Residence Life**

1. Enhance housing process/application layout (tutorial.)
2. Enhance campus life programming through club/organization engagement.
3. Conduct assessment of housing roommate matching processes in USG schools.

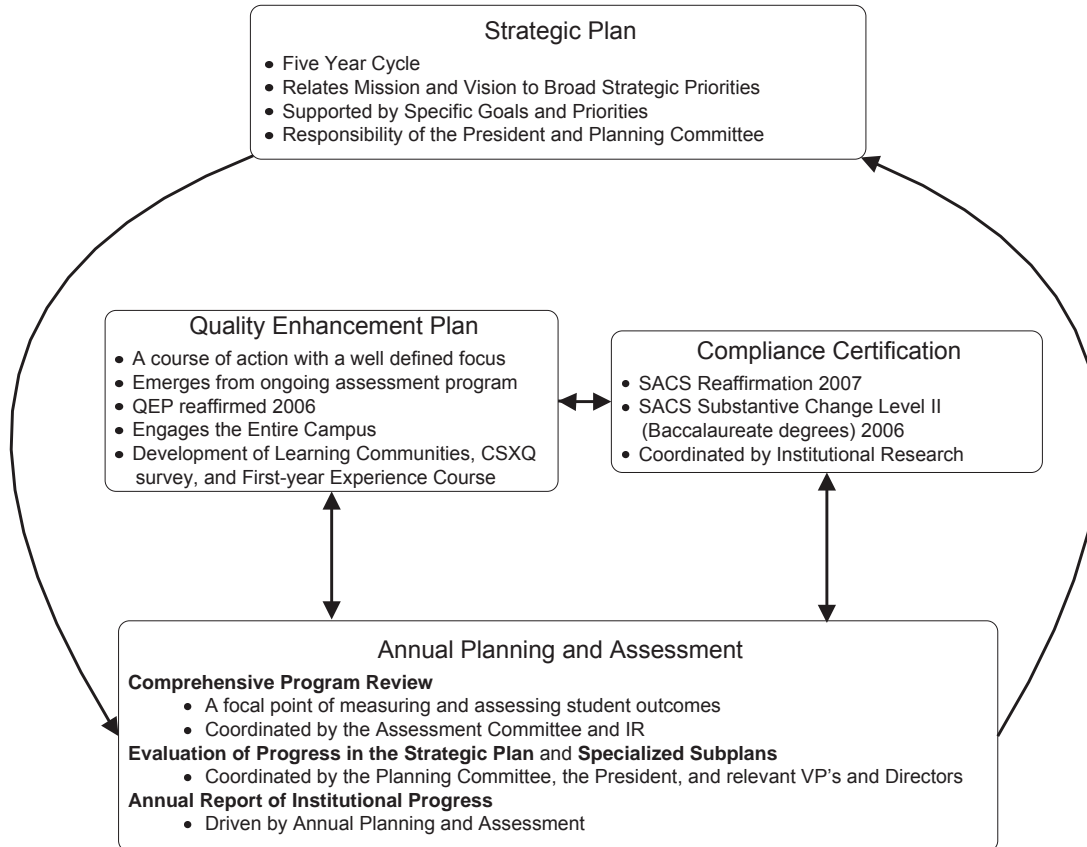
### **Student Activities**

1. Update the student activities handbook.
2. Work with faculty to provide educational activities to students.
3. Revise the Student Government Constitution.

# Annual and Strategic Planning at Gordon College

## The Gordon College Planning Model

The Gordon College Planning Model puts the various planning and effectiveness components into an integrated framework relating the different pieces to one another. The Planning Model identifies three related cycles of activity: strategic planning, annual planning, and quality enhancement planning.



Strategic Planning takes place every five years. A review of our mission, an environmental scan, and a campus and community wide evaluation of our strengths and weaknesses come together to lay the foundation for the next five-year cycle of planning, implementation, and evaluation. The strategic plan in turn drives specialized plans for various areas of the College.

Annual Planning keeps us on target toward our strategic goals. On an annual basis, each of the areas of finance, academic affairs, student affairs, technology, and facilities evaluates the previous year's activities and plans for the next. At the same time, the Assessment Committee undertakes annual academic program evaluation and assessment. Information gathered by these annual activities feeds into the Annual Report on Institutional Progress, prepared each summer for submission to the Board of Regents.



The Annual Report emphasizes the extent to which the previous year's activities have contributed to the realization of strategic and specialized goals.

Quality Enhancement Planning draws data from the annual planning process, focusing on specific aspects of the College's vision as set forth in the strategic plan. Motivation for quality enhancement planning as a separate activity, of course, stems partly from the Southern Association of Colleges and Schools (SACS) requirement for a Quality Enhancement Plan (QEP) tied to our next reaffirmation process. While the QEP is an integral part of reaffirmation, our planning model envisions quality enhancement planning as much more than a once-every-ten-year event.

Success in planning and implementation depends on widespread participation throughout campus. The following specific responsibilities are to ensure such participation.

**1. President**

Ensures that the planning process fosters widespread participation, engaging faculty, staff, students, and the community.

**2. President's Cabinet**

Prepares specialized sub-plans, evaluates, and executes their implementation and progress.

**3. Planning Committee**

Works with the President in Strategic Planning and Quality Enhancement Planning. Evaluates implementation and progress.

**4. Assessment Committee**

Works with faculty on evaluation and assessment tools. Designs and oversees implementation of Comprehensive Program Review.

**5. Office of Institutional Research**

Ensures continuity of an ongoing measurement and assessment program and timely reporting of results to the Board of Regents, SACS, and others. Coordinates composition of the Compliance Certificate and builds the data archives to support.

## **Gordon College Strategic Priorities 2009-2013**

### **Strategic Priority One: Meeting Regional Needs with Quality Academic Services**

Gordon College will respond to the educational needs of the region and the state by expanding locations, course delivery, and curriculum.

### **Strategic Priority Two: Facilitate Important Student Transitions**

Gordon College will develop programs that will increase student success in the crucial transitions: from application to enrollment; from learning support courses to college level courses, from college level to successful transfer; from college level courses to our majors, from our majors to the workforce.

### **Strategic Priority Three: Recruit to Serve Regional and State Needs**

Focus recruitment process to support regional and state needs.

### **Strategic Priority Four: External Relations**

Gordon College will engage its constituents as an active partner in advancing the College and will develop and strengthen local, regional, state and national partnerships.

### **Strategic Priority Five: Efficiency, Accountability, Sustainability**

Increase efficiency, accountability, and sustainability of campus operations as a whole.

## 2012-2013 Annual Planning Objectives by Strategic Priority

### **Strategic Priority One: Meeting Regional Needs with Quality Academic Services**

#### Academic Affairs:

- Create a plan for the reorganization of AA that supports the transition of the college from two-year to four-year status.
- Continue the process of nurturing and adding baccalaureate programming that serves the needs of our students and the region.

#### Business & Social Science:

- Continue with development of history baccalaureate program.
- Implement new Area F form Information Technology.
- Propose baccalaureate in Human Services.
- Increase student out-of-classroom learning experiences.

#### Community Education:

- Expand marketing strategies.

#### Computer Services:

- Implement D2L.

#### Humanities:

- Complete development of core group of “Global Perspectives” courses throughout the breadth of HUM to fulfill new USG Core requirement (adding Music and Theater options.)
- Improve retention in HUM online courses through direct interaction between instructors and students.
- Complete comprehensive review of HUM core curriculum courses via revision of Common Course Outlines for all Area A and Area C general education courses.

#### Library:

- Provide and maintain a full range of technology and resources to support programs.
- Empower students and faculty with innovative discovery tools while providing access to full range of technology, resources and services.

#### Mathematics & Natural Sciences:

- Increase number of Faculty/Student research mentorships.
- Research, plan, and propose changes in math remediation education integrating into (Just-In-Time) MATH 1001 and MATH 1111.

#### Nursing & Health Sciences:

- Improve the quality of seminars in all nursing courses.
- Develop and implement an HSIA bachelor’s program
- Form a committee to investigate the feasibility of a generic BSN program and begin initial planning for a proposal.

#### Public Information:

- Develop expert list of faculty/staff – shop the list to area media.

**Teacher Education:**

- Continue to provide high quality teacher candidates grounded in current pedagogy for the surrounding eight county partnership area.
- Continue to strengthen our relationship with our regional area educational partners using faculty expertise.
- Explore the addition of a major in Middle Grades Education (MGE) to complete the sequence of Elementary, Middle, and Secondary Certification.

**Strategic Priority Two: Facilitate Important Student Transitions****Academic Affairs:**

- In the spirit of Complete College Georgia, make real and substantive changes to improve the retention and success rates of the “First Time/Full Time cohort” as well as the many cohorts of students that both comprise and are excluded from the “First Time/Full Time cohort.”
- Create a plan for the reorganization of AA that supports the transition of the college from two-year to four-year status.
- Continue the process of nurturing and adding baccalaureate programming that serves the needs of our students and the region.

**Admissions:**

- Increase incoming student academic profile.
- Participate in PROBE fairs including Transfer PROBE fairs.
- Increase ACCEL participation.

**Athletics:**

- Maintain academic support for all student athletes to enhance overall academic achievement and grade point average.

**Business & Social Science:**

- Increase student out-of-classroom learning experiences.

**Computer Services:**

- Deploy Digital Signage
- Implement Degree Works.

**Counseling Services:**

- Increase knowledge base of high school students regarding post-secondary requirements for DS accommodations.
- Promote Counseling Center services and campus safety.
- Enhance Counseling Services website.

**Humanities:**

- Complete development of core group of “Global Perspectives” courses throughout the breadth of HUM to fulfill new USG Core requirement (adding Music and Theater options.)
- Improve retention in HUM online courses through direct interaction between instructors and students.

- Complete comprehensive review of HUM core curriculum courses via revision of Common Course Outlines for all Area A and Area C general education courses.

Library:

- Provide and maintain a full range of technology and resources to support programs.
- Empower students and faculty with innovative discovery tools while providing access to full range of technology, resources and services.
- Increase staff level of knowledge and expertise in online searching.
- Promote, provide, and maintain the library as place – providing space to meet the varied needs of students, faculty, and staff.

Nursing & Health Sciences:

- Ensure that at least 70% of students followed by Academic Intervention and Mentoring Coordinator graduate or progress in the program.

Registrar:

- Implement DegreeWorks.

Residence Life:

- Enhance Housing process/application layout (tutorial).
- Enhance campus life programming through club / organization engagement.
- Conduct assessment of housing roommate matching processes in USG schools.

Teacher Education:

- Explore the addition of a major in Middle Grades Education (MGE) to complete the sequence of Elementary, Middle, and Secondary Certification.

### **Strategic Priority Three: Recruit to Serve Regional and State Needs**

Admissions:

- Increase incoming student academic profile.
- Participate in PROBE fairs including Transfer PROBE fairs.
- Expand high school counselor network.
- Increase ACCEL participation.
- Participate in Adult Learning Consortium and Soldiers to Scholars.

Registrar:

- Implement DegreeWorks.

### **Strategic Priority Four: External Relations**

Admissions:

- Expand high school counselor network.
- Participate in Adult Learning Consortium and Soldiers to Scholars.

Alumni Relations:

- Expand alumni efforts to include more reunions and meetings on campus.
- Involve alumni with campus events.
- Establish an active class agent program.

- Improve alumni communication with use of social media.
- Involve alumni in fundraising projects.
- Digitize all yearbooks for archives.
- Establish 2012 graduate giving program.
- Establish procedure for handling donations of artifacts.
- Develop more interaction with the athletic department for reunions and fundraising.

Athletics:

- Develop fundraising plan to increase scholarships and awareness of the financial need for all sports.

Computer Services:

- Deploy Digital Signage

Development:

- Hire Development Specialist.
- Increase trustee involvement in fundraising.
- Secure funds for military memorial.

Marketing:

- Identify vendor for marketing study.

Math & Natural Sciences:

- Complete reorganization of Radiologic Science major.
- Recertify GAPS Club

Public Information:

- Develop expert list of faculty/staff – shop list to area media.
- Illustrate that Gordon has value in the region.

Student Activities:

- Revise the Student Government Constitution.

Teacher Education:

- Continue to strengthen our relations ship with our regional area educational partners using faculty expertise.

**Strategic Priority Five: Efficiency, Accountability, Sustainability**

Admissions:

- Increase incoming student academic profile.

Alumni Affairs:

- Digitize all yearbooks for archives.
- Establish procedures for handling donations of artifacts.

Athletics:

- Maintain academic support for all student athletes to enhance overall academic achievement and grade point average.

- Develop fundraising plan to increase scholarships and awareness of the financial need for all sports.

#### Auxiliary Services:

- Obtain portable handheld registers to use during Book Rush.
- Install 35 lockers outside bookstore entrance to secure personal property of customers visiting store.

#### Business Office:

- Review, automate and streamline various business office processes such as billing, refunding, and feeding to PeopleSoft.
- Conversion from hard copy paper documents to online documents.
- Implement marketing strategies for educating students regarding payments.

#### Community Education:

- Reduce costs to improve self-sufficiency.
- Increase revenue to improve self-sufficiency.

#### Computer Services:

- Improve Server Ops.

#### Controller:

- Implement iStrategy reporting tool.
- Monitoring of new internal control procedures.
- Risk Management Review.

#### Counseling Services:

- Promote Counseling Center Services and campus safety.
- Enhance Counseling Services website.

#### Development:

- Hire Development Specialist.
- Increase trustee involvement in fundraising.
- Secure funds for military memorial.

#### Facilities:

- Russell Hall renovations including furniture.
- Instructional Complex renovations including furniture.
- Replace desks in all classrooms of Instructional Complex.
- Dining Facility renovation and addition.
- Explore library addition and/or renovation.

#### Financial Aid:

- Complete the Verification Outsourcing Project with Global Financial Aid Services.
- Realign Financial Aid office responsibilities due to the Verification Outsourcing Project.

#### Human Resources:

- Continue the implementation of Title IX.
- Continue the implementation of ePAF (electronic personnel action form.)

- Revise recruitment and hiring process.

Humanities:

- Complete development of core group of “Global Perspectives” courses throughout the breadth of HUM to fulfill new USG Core requirement (adding Music and Theater options.)
- Complete comprehensive review of HUM core curriculum courses via revision of Common Course Outlines for all Area A and Area C general education courses.

Library:

- Empower students and faculty with innovative discovery tools while providing access to full range of technology, resources and services.
- Increase staff level of knowledge and expertise in online searching.
- Promote, provide, and maintain the library as place – providing space to meet the varied needs of students, faculty, and staff.

Nursing & Health Sciences:

- Track areas of success and deficiency in the nursing program through multiple sources of data.

Public Information:

- Develop expert list of faculty/staff – shop the list to area media.
- Illustrate that Gordon has value in the region.

Public Safety:

- Build a safe room for emergency response personnel during tornadoes and inclement weather.
- Develop a policy for a psychological test for newly hired personnel.
- Implement training opportunities for leadership development for all supervisors.

Registrar:

- Implement DegreeWorks.
- Convert paper student records to electronic format.

Residence Life:

- Enhance housing process/application layout (tutorial).
- Enhance campus life programming through club / organization engagement.
- Conduct assessment of housing roommate matching processes in USG schools.

Student Activities:

- Update the student activities handbook.
- Work with faculty to provide educational activities to students.
- Revise the Student Government Constitution.



## Changes in Reference Documentation

Business Affairs is subdivided among seven units with unique objectives and planning loops. Academic Affairs includes the divisions of Humanities, Business and Social Science, Mathematics and Natural Sciences, Nursing and Health Sciences, the Library and Teacher Education. Institutional Research is a unit under Institutional Advancement.

All of this lends to a more complete, broad, and yet detailed picture of how all units within Gordon College affect and impact the mission and priorities of the college.

The following abbreviations are used in several tables to save space:

<b>AA</b>	-	Academic Affairs
<b>ADM</b>	-	Admissions
<b>ADP</b>	-	Automatic Data Processing, Inc.
<b>AR</b>	-	Alumni Relations
<b>ARRA</b>	-	American Reinvestment Recovery Act
<b>AUX</b>	-	Auxiliary Services
<b>ATH</b>	-	Athletics
<b>BA</b>	-	Business Affairs
<b>B.A.</b>	-	Bachelor of Arts
<b>BSED</b>	-	Bachelor of Science in Education
<b>BSN</b>	-	Bachelor of Science in Nursing
<b>BS</b>	-	Bachelor of Science
<b>BSS</b>	-	Business and Social Science Division
<b>BO</b>	-	Business Office
<b>BOR</b>	-	Board of Regents
<b>CAD</b>	-	Computer Aided Dispatching
<b>CCSSE</b>	-	Community College Survey of Student Engagement
<b>CE</b>	-	Community Education
<b>COMPASS</b>	-	Computer-adaptive Placement Assessment and Support Services
<b>CS</b>	-	Computer Services
<b>CSL</b>	-	Counseling
<b>DEV</b>	-	Development
<b>EDU</b>	-	Teacher Education Division
<b>FA</b>	-	Financial Aid
<b>FAC</b>	-	Facilities
<b>FAFSA</b>	-	Free Application for Federal Student Aid
<b>FCC</b>	-	Federal Communications Commission
<b>FVSU</b>	-	Fort Valley State University
<b>GACE</b>	-	Georgia Assessments for the Certification of Educators
<b>GALILEO</b>	-	Georgia Library Learning Online
<b>GATRACS</b>	-	Georgia Transfer Articulation Cooperative Services
<b>GC</b>	-	Gordon College
<b>GC@FVSU</b>	-	Gordon College at Fort Valley State University
<b>GFYE</b>	-	Gordon College First Year Experience
<b>GPA</b>	-	Grade Point Average
<b>HUM</b>	-	Humanities Division
<b>HR</b>	-	Human Resources
<b>IA</b>	-	Institutional Advancement
<b>IR</b>	-	Institutional Research
<b>IT</b>	-	Information Technology

The following abbreviations are used in several tables to save space:

<b>ITS</b>	-	Information Technology Services
<b>LS</b>	-	Learning Support
<b>MOU</b>	-	Memorandum of Understanding
<b>MKT</b>	-	Marketing
<b>MNS</b>	-	Mathematics and Natural Sciences Division
<b>M.S.Ed.</b>	-	Master of Science in Education
<b>MSS</b>	-	Manager Self Service
<b>NCATE</b>		National Council for Accreditation of Teacher Education
<b>NHS</b>	-	Nursing and Health Science Division
<b>NSO</b>	-	New Student Orientation
<b>PCI</b>	-	Payment Card Industry
<b>PHED</b>	-	Physical Education
<b>PI</b>	-	Public Information
<b>PRES</b>	-	President's Office
<b>PS</b>	-	Public Safety
<b>PSC</b>	-	Professional Standards Commission
<b>QEP</b>	-	Quality Enhancement Plan
<b>REG</b>	-	Registrar
<b>RL</b>	-	Residence Life
<b>RN</b>	-	Registered Nurse
<b>SA</b>	-	Student Affairs
<b>SAT</b>	-	Scholastic Aptitude Test
<b>SATM</b>	-	Scholastic Aptitude Test – Mathematics
<b>SATV</b>	-	Scholastic Aptitude Test – Verbal
<b>SELT</b>	-	Special Education Lead Teachers
<b>SGA</b>	-	Student Government Association
<b>SOP</b>	-	Standard Operating Procedure
<b>SSC</b>	-	Student Success Center
<b>STA</b>	-	Student Activities
<b>USG</b>	-	University System of Georgia
<b>USO</b>	-	University System Office
<b>VPAA</b>	-	Vice President for Academic Affairs
<b>VPBA</b>	-	Vice President for Business Affairs
<b>VPSA</b>	-	Vice President for Student Affairs
<b>VPIA</b>	-	Vice President for Institutional Advancement

## Details of 2012- 2013 Annual Planning Objectives

### ACADEMIC AFFAIRS

#### *Academic Affairs - Business & Social Science*

Academic Affairs – Business & Social Science Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Continue with development of history baccalaureate program.	<ul style="list-style-type: none"> <li>▪ 60% retention of students to senior year in Fall '12.</li> <li>▪ 10 graduates by Spring '13.</li> <li>▪ Faculty recruitment of one new faculty with specialty in African American History, and one new faculty with specialty in world history.</li> <li>▪ Implement assessment program.</li> </ul>	1: Meet regional needs with quality academic services.	• AA
2. Implement new Area F for Information Technology.	<ul style="list-style-type: none"> <li>▪ 10 students enrolling in new Area F by Spring '13</li> <li>▪ 50% of students retained until Fall '13.</li> </ul>	1 Meet regional needs with quality academic services.	• AA
3. Propose baccalaureate in Human Services.	<ul style="list-style-type: none"> <li>▪ Submit proposal to BOR.</li> <li>▪ Generate student and community support for degree.</li> </ul>	1 Meet regional needs with quality academic services.	• AA
4. Increase student out-of-classroom learning experiences.	<ul style="list-style-type: none"> <li>▪ Create 2 new student academic clubs.</li> <li>▪ 20% of majors participating in out-of-classroom activities.</li> <li>▪ Develop service learning opportunities in at least 1 course.</li> <li>▪ Explore internships.</li> </ul>	1: Meet regional needs with quality academic services 2: Facilitate important student transitions.	• AA

### **Academic Affairs – Humanities**

Academic Affairs – Humanities Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Complete development of core group of “Global Perspectives” courses throughout breadth of HUM to fulfill new USG Core requirement (adding Music and Theater options).	<ul style="list-style-type: none"> <li>• Add Global Perspectives option course for Music program (Intro to World Music or History of Music)</li> <li>• Add Global Perspectives option course for Theater program (Intro to World Theater or History of Theater)</li> </ul>	2: Facilitate important student transitions. 5: Efficiency, accountability, sustainability. 1: Meet regional needs with quality academic services.	<ul style="list-style-type: none"> <li>• Division Chair</li> <li>• Faculty</li> <li>• AA</li> </ul>
2. Improve retention in HUM online courses through direct interaction between instructors and students.	<ul style="list-style-type: none"> <li>▪ Initiate Dr. Stephen Raynie’s program wherein instructors contact each student by phone before semester begins and at least one other time.</li> <li>▪ Initiate practice of contacting by phone any student whose participation has gone dormant for five days.</li> <li>▪ Seeking 10% increase in retention and A-B-C completion for online sections.</li> </ul>	1: Meet regional needs with quality academic services  2: Facilitate important student transitions.	<ul style="list-style-type: none"> <li>• Division Chair</li> <li>• Faculty</li> </ul>
3. Complete comprehensive review of HUM core curriculum courses via revision of Common Course Outlines for all Area A and Area C general education courses.	<ul style="list-style-type: none"> <li>▪ Review and revise Area A Common Course Outlines (2 courses)</li> <li>▪ Review and revise Area C Common Course Outlines (21 courses)</li> <li>▪ Ensure consistency of course delivery across wide array of full- and part-time faculty.</li> </ul>	2: Facilitate important student transitions. 5: Efficiency, accountability, sustainability. 1: Meet regional needs with quality academic services.	<ul style="list-style-type: none"> <li>• Division Chair</li> <li>• Faculty</li> </ul>

## Academic Affairs – Library

Academic Affairs – Library Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Provide and maintain a full range of technology and resources to support programs.	<ul style="list-style-type: none"> <li>▪ Increase acquisitions and e-materials. Comparison of the number of acquisitions, e-books, and databases with FY12 and FY13.</li> <li>▪ User-friendly, efficiently accessible resources via Discovery Tool.</li> <li>▪ Provide information infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>• 1: Meeting Regional Needs with Quality Academic Services</li> <li>• 2: Facilitate Important Student Transitions</li> </ul>	<ul style="list-style-type: none"> <li>• USG BOR</li> <li>• RACL</li> <li>• GALILEO</li> <li>• IT</li> <li>• Division Chair</li> <li>• Faculty</li> <li>• Vendors</li> </ul>
2. Empower students and faculty with innovative discovery tools while providing access to full range of technology, resources and services.	<ul style="list-style-type: none"> <li>• Increase the number of times students use specific journal databases based on comparison of GALILEO statistics with FY12 and FY13.</li> <li>• Provide necessary instruction for use of Discovery Tool.</li> <li>• Provide Bibliographic instruction for classes.</li> <li>• Provide one-on-one reference and instruction.</li> <li>• Support and provide Library Research class.</li> </ul>	<ul style="list-style-type: none"> <li>• 1: Meeting Regional Needs with Quality Academic Services.</li> <li>• 2: Facilitate Important Student Transitions</li> <li>• 5: Efficiency, Accountability, Sustainability.</li> </ul>	<ul style="list-style-type: none"> <li>• GALILEO</li> <li>• IT</li> <li>• Division Chair</li> <li>• Faculty</li> <li>• Students</li> </ul>
3. Increase staff level of knowledge and expertise in online searching.	<ul style="list-style-type: none"> <li>▪ Staff will attend at least 5 web based trainings</li> <li>▪ All staff will be trained in the use of new Discovery Tool.</li> <li>▪ All staff will attend GUGM in FY13</li> </ul>	<ul style="list-style-type: none"> <li>• 2: Facilitate Important Student Transitions.</li> <li>• 5: Efficiency, Accountability, Sustainability.</li> </ul>	<ul style="list-style-type: none"> <li>• GALILEO</li> <li>• GIL</li> <li>• IT</li> <li>• Vendors</li> </ul>
4. Promote, provide, and maintain the library as place – providing space to meet the varied needs of students, faculty, and staff.	<ul style="list-style-type: none"> <li>▪ Explore alternative use of spaces.</li> <li>▪ Open spaces to student use by acquiring moveable shelving for bound periodicals.</li> <li>▪ Convert unused storage areas into useable space.</li> </ul>	<ul style="list-style-type: none"> <li>• 2: Facilitate Important Student Transitions.</li> <li>• 5: Efficiency, Accountability, Sustainability</li> </ul>	<ul style="list-style-type: none"> <li>• Plant Operations</li> <li>• Students</li> <li>• Academic Affairs</li> <li>• Business Office</li> </ul>

### **Academic Affairs – Mathematics & Natural Sciences**

Academic Affairs – Mathematics & Natural Sciences Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Complete reorganization of Radiologic Science major.	<ul style="list-style-type: none"> <li>• Conform to the organization at Georgia Health Sciences University</li> </ul>	<ul style="list-style-type: none"> <li>• 4: External Relations</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
2. Increase number of Faculty/Student research mentorships.	<ul style="list-style-type: none"> <li>• Better prepared and competitive science students</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1: Meeting Regional Needs with Quality Academic Services</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
3. Recertify GAPS Club	<ul style="list-style-type: none"> <li>• Better equipped and competitive science students preparing to enter the professional health care fields</li> </ul>	<ul style="list-style-type: none"> <li>▪ 4: External Relations</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
4. Research, plan, and propose changes in math remediation education integrating into (Just-In-Time) MATH 1001 and MATH 1111.	<ul style="list-style-type: none"> <li>• Increase success in passing Area A math course in support of Graduate College Georgia</li> </ul>	<ul style="list-style-type: none"> <li>• 1: Meeting Regional Needs with Quality Academic Services</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

### **Academic Affairs – Nursing & Health Sciences**

Academic Affairs – Nursing & Health Sciences Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Improve the quality of seminars in all nursing courses.	<ul style="list-style-type: none"> <li>• Assess course evaluation ratings of lecture and discussion and concept seminars. Need to investigate reason students rate concept seminars lower than lecture/discussion</li> <li>• Review individual faculty evaluations for effective teaching methods, organization, encourages students to think, encourages discussion, and student comments which address teaching methods.</li> <li>• Assess Peer Evaluations for faculty member's ability to relate content to objectives and to be knowledgeable of content presented.</li> </ul>	1: Meet regional needs with quality academic services.	•
2. Ensure that at least 70% of students followed by Academic Intervention and Mentoring Coordinator graduate or progress in the program.	<ul style="list-style-type: none"> <li>• AIM coordinator will track the students seen each semester with % successful completion of course.</li> <li>• Dean of School will contract with all returning students to meet with AIM coordinator.</li> <li>• Introduce mentoring part of AIM in 2012-2013.</li> </ul>	2: Facilitate important student transitions.	•
3. Track areas of success and deficiency in the nursing program through multiple sources of data.	<ul style="list-style-type: none"> <li>• Curriculum committee tasked with looking at multiple sources of data – ATI results, Pearson VUE results, student evaluations during and 6 months after the nursing program, and faculty evaluation of graduates 6 months after graduation, portfolios.</li> </ul>	5: Efficiency, accountability, sustainability.	•
4. Develop and implement an HSIA bachelor's program	<ul style="list-style-type: none"> <li>• Hire coordinator of program to start developing curriculum</li> <li>• Initiate courses within the program by Spring 2013</li> <li>• Start process of accreditation through approving agency</li> </ul>	1 Meet regional needs with quality academic services.	•
5. Form a committee to investigate the feasibility of a generic BSN program and begin initial planning for a proposal	<ul style="list-style-type: none"> <li>• Select committee in Fall 2012 with Dean charging the committee with its related duties and responsibilities</li> </ul>	1: Meet regional needs with quality academic services.	•

## Academic Affairs – Teacher Education

Academic Affairs – Teacher Education Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Continue to provide high quality teacher candidates grounded in current pedagogy for the surrounding eight county partnership area.	<ul style="list-style-type: none"> <li>• Work with partnerships in all area counties to establish needs of the school systems in relation to future teacher needs.</li> <li>• Help faculty stay on the cutting edge of technology and the impact on pedagogy for the classroom</li> <li>• Maintain the entrance requirements into teacher education to continue to have top quality candidates for all teacher education programs</li> <li>• Work to reach out to content area majors about opportunities for teaching in middle and high schools (6-12) in content areas.</li> </ul>	1: Meet regional needs with quality academic services.	<ul style="list-style-type: none"> <li>• AA</li> <li>• SA</li> </ul>
2. Continue to strengthen our relationship with our regional area educational partners using faculty expertise.	<ul style="list-style-type: none"> <li>• Work with local schools to help solve district needs and problems.</li> <li>• Be aware of the growing needs of the K-12 community in our area.</li> <li>• Focus on collaboration with our partners to provide solutions to emerging problems in K-12 education using faculty expertise.</li> </ul>	1: Meet regional needs with quality academic services.  4: External Relations	<ul style="list-style-type: none"> <li>• AA</li> <li>• Regional Partners in Education</li> </ul>
3. Explore the addition of a major in Middle Grades Education (MGE) to complete the sequence of Elementary, Middle, and Secondary Certification.	<ul style="list-style-type: none"> <li>• A survey will be devised and used in all 2000 level education courses to seek information on the number of current students that would have an interest in MGE and secondly the number of students that would stay at Gordon to complete the MGE program.</li> <li>• Information will be gathered from the Superintendents of the local School Corporations through the Griffin RESA to ascertain whether there is local support and a need for a MGE program at Gordon.</li> <li>• A study will be conducted through the EDU to understand the current capabilities of the EDU with regards to establishing a MGE Program and what resources will be needed to proceed.</li> </ul>	1: Meet regional needs with quality academic services  2: Facilitate important student transitions.	<ul style="list-style-type: none"> <li>• AA</li> <li>• SA</li> <li>• Regional Education Partners</li> </ul>



## BUSINESS AFFAIRS

### *Business Affairs – Auxiliary Services*

Business Affairs – Auxiliary Services Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Obtain portable handheld registers to use during Book Rush	<ul style="list-style-type: none"> <li>▪ Decrease wait time in line, increasing customer satisfaction</li> </ul>	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>▪</li> </ul>
2. Install 35 lockers outside bookstore entrance	<ul style="list-style-type: none"> <li>▪ Secure personal property of customers visiting store</li> </ul>	5: Efficiency, Accountability, Sustainability.	<ul style="list-style-type: none"> <li>▪ Plant Ops to install</li> </ul>

### **Business Affairs – Business Office**

Business Affairs – Business Office Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Review, automate and streamline various business office processes such as billing, refunding, and feeding to PeopleSoft.	<ul style="list-style-type: none"> <li>▪ 1098T's can be accessed on line by student. Reduction will reduce the cost in postage and file processing. The application already purchased – TouchNet Bill+ Payment will be utilized.</li> <li>▪ Online accessibility for Third Party sponsors for payment of student charges. Reduction in cost of printed bills. Reduction of time in processing and receiving payments.</li> <li>▪ Students will have online access to request their Housing Deposits. Based on these requests deposits will be automated to be released. Elimination of manual posting will be implemented.</li> <li>▪ Refunding of excess Title IV funds to students has multiple steps which are currently manual. Identification of these steps will be identified and automated. This will eliminate time consuming tasks to provide for speedier processing of refunds.</li> <li>• Feeding the daily deposits into PeopleSoft contains multiple steps. Several of those steps can be automated to execute nightly. Cleaner and more accurate postings to make bank reconciliations easier.</li> </ul>	5: Efficiency, Accountability, Sustainability.	<ul style="list-style-type: none"> <li>▪ Computer Services, TouchNet</li> </ul>
2. Conversion from hard copy paper documents to online documents.	<ul style="list-style-type: none"> <li>▪ Continue with creation of document types with Computer Services and scanning and indexing documents through the summer.</li> </ul>	5: Efficiency, Accountability, Sustainability.	<ul style="list-style-type: none"> <li>▪ Computer Services</li> </ul>
3. Implement marketing strategies for educating students regarding payments.	<ul style="list-style-type: none"> <li>▪ Students will utilize all the features available to them in TouchNet Bill+ Payment. To have more students setup authorized users in the application.</li> </ul>	5: Efficiency, Accountability, Sustainability.	<ul style="list-style-type: none"> <li>▪</li> </ul>

### **Business Affairs – Computer Services**

Business Affairs – Computer Services Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Improve availability and level of technical support during evening/night hours.	-Hire one technical support staff member. -Expanding coverage from Instructional Complex computer lab to other areas of campus. -Higher number of issues resolved during evening/ngt. -Improve non-business hour preventive maintenance which requires day shift staff to come in after hours.	2: Facilitate Important Student Transitions 4: External Relations	Computer Services Staff
2. Automate processes to augment recommendations from the Graduation Committee	-Improve graduation processes from students/faculty/staff. -Reduce workload and simplified process for faculty/staff.	2: Facilitate Important Student Transitions	Computer Services Staff
3. Expend technology training for faculty, staff and students. (Contingent of new position)	-Increase technology training/workshops for faculty/staff/students. -Increase user guides for faculty/staff/student use. -Reduce helpdesk calls on IT usage.	1: Meeting Regional Needs with Quality Academic Services	Computer Services Staff

### **Business Affairs - Controller**

Business Affairs – Controller Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Implement iStrategy Reporting Tool	<ul style="list-style-type: none"> <li>• Each department will have at least one employee trained and utilizing iStrategy</li> </ul>	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>▪ Budget Analyst, Budget Managers</li> </ul>
2. Monitoring of new internal control procedures	<ul style="list-style-type: none"> <li>• Completion of a monthly monitoring log to ensure procedures are followed</li> </ul>	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>▪ Business Office</li> </ul>
3. Risk Management Review	<ul style="list-style-type: none"> <li>• Obtain DOAS Comprehensive Loss Prevention Control Program – Risk Management Report and implement recommendations to lessen risk and liability</li> </ul>	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>▪ B.O.R., D.O.A.S., Plant Operations, Public Safety, Computer Services</li> </ul>

### **Business Affairs - Facilities**

Business Affairs – Facilities Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Russell Hall Renovations including furniture	<ul style="list-style-type: none"> <li>▪ Provide faculty offices for new academic organizational structure</li> </ul>	5: Efficiency, Accountability, Sustainability.	AA, BA Vendors
2. Instructional Complex Renovations including furniture	<ul style="list-style-type: none"> <li>▪ Provide faculty offices for new academic organizational structure</li> </ul>	5: Efficiency, Accountability, Sustainability.	AA, BA Vendors
3. Replace desks in all classrooms of IC building;	<ul style="list-style-type: none"> <li>▪ Provide for a better learning environment by increasing work surface of desks.</li> </ul>	5: Efficiency, Accountability, Sustainability.	BA Vendors
4. BR-89-1201 Dining Facility Renovation and Addition	<ul style="list-style-type: none"> <li>▪ Increase offerings and seating capacity. Provide a better dining experience for faculty staff, and students.</li> </ul>	5: Efficiency, Accountability, Sustainability.	BA, SA, Vendors
5. Explore library addition and/or renovation	<ul style="list-style-type: none"> <li>• Upgrade library to 21<sup>st</sup> century technology</li> </ul>	5: Efficiency, Accountability, Sustainability.	AA, BA, Vendors

### **Business Affairs – Human Resources**

Business Affairs – Human Resources Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Continue the implementation of Title IX	<ul style="list-style-type: none"> <li>▪ Comply with federal guidelines established by the Office for Civil Rights</li> </ul>	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>▪ SA, AA, Public Safety</li> </ul>
2. Continue the implementation of ePAF (electronic personnel action form)	<ul style="list-style-type: none"> <li>▪ Improve the processing of personnel actions</li> </ul>	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>▪ Managers</li> </ul>
3. Revise recruitment & hiring process	<ul style="list-style-type: none"> <li>▪ Build and sustain the goals of the College Task Force in respecting and identifying diversity and inclusion</li> </ul>	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>▪ Managers</li> <li>▪ Cultural Task Force</li> </ul>

### **Business Affairs – Public Safety**

<b>Business Affairs – Public Safety Annual Planning Objectives</b>			
<b>Unit Objective</b>	<b>Outcomes</b>	<b>Related Strategic Priority</b>	<b>Collaborators</b>
1. Build a safe room for emergency response personnel during tornadoes and inclement weather	<ul style="list-style-type: none"> <li>▪ To provide Public Safety personnel a safe and secure location for response in the event of a tornado or severe inclement weather.</li> </ul>	5: Efficiency, Accountability, Sustainability.	<ul style="list-style-type: none"> <li>▪ Facilities, LEMA, GEMA, FEMA, EPA</li> </ul>
2. Develop a policy for a psychological test for newly hired personnel.	<ul style="list-style-type: none"> <li>▪ To provide Gordon College with the best qualified fit for duty candidate in law enforcement.</li> </ul>	5: Efficiency, Accountability, Sustainability.	<ul style="list-style-type: none"> <li>▪ HR</li> </ul>
3. Implement training opportunities for leadership development for all supervisors.	<ul style="list-style-type: none"> <li>▪ To train supervisors in the best way to manage subordinates.</li> </ul>	5: Efficiency, Accountability, Sustainability.	<ul style="list-style-type: none"> <li>▪ Peace Officer's Standards and Training Georgia Public Safety Training Center</li> </ul>

## INSTITUTIONAL ADVANCEMENT

### *Institutional Advancement – Alumni Relations*

Institutional Advancement – Alumni Relations: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Expand alumni efforts to include more reunions and meetings on campus.	<ul style="list-style-type: none"> <li>• Sport Affinity Reunion</li> <li>• Bachelor Affinity Alumni Reunions</li> <li>• Post-'72 Reunion</li> </ul>	4: External Relations	<ul style="list-style-type: none"> <li>• AA</li> <li>• SA</li> <li>• ATH</li> </ul>
2. Involve alumni with campus events.	<ul style="list-style-type: none"> <li>▪ Alumni will participate in Peer to Peer events.</li> <li>▪ Alumni will participate in more events beyond current involvement.</li> </ul>	4: External Relations	<ul style="list-style-type: none"> <li>• SA</li> <li>• STA</li> <li>• CSL</li> </ul>
3. Establish an active class agent program.	<ul style="list-style-type: none"> <li>▪ Lost Alumni will be located.</li> <li>▪ Office will retain volunteers for all events to assist the college.</li> </ul>	4: External Relations	
4. Improve alumni communication with use of social media	<ul style="list-style-type: none"> <li>▪ Increase alumni involvement and awareness of current campus events</li> </ul>	4: External Relations	
5. Involve alumni in fundraising projects.	<ul style="list-style-type: none"> <li>▪ Alumni will participate in more fundraising events to benefit the college</li> </ul>	4: External Relations	
6. Digitize all yearbooks for archives.	<ul style="list-style-type: none"> <li>▪ Capability to provide lost yearbooks to alumni; better meet alumni needs; reduce time copying</li> </ul>	4: External Relations 5. Efficiency, Accountability, Sustainability	
7. Establish 2012 graduate giving program.	<ul style="list-style-type: none"> <li>▪ Grow the Annual Fund and provide more funding for college projects.</li> <li>▪ Create culture of giving back among new graduates</li> </ul>	4: External Relations	<ul style="list-style-type: none"> <li>• SA</li> </ul>
8. Establish procedures for handling donations of artifacts.	<ul style="list-style-type: none"> <li>▪ Preservation of the institution's history</li> </ul>	4: External Relations 5. Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>• Library</li> <li>• AA</li> </ul>
9. Develop more interaction with the athletic department for reunions and fundraising.	<ul style="list-style-type: none"> <li>▪ Increase private donations for athletic program</li> </ul>	4: External Relations	<ul style="list-style-type: none"> <li>• AA</li> <li>• SA</li> <li>• ATH</li> </ul>

### ***Institutional Advancement – Community Education***

Institutional Advancement – Community Education: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Expand marketing strategies	<ul style="list-style-type: none"> <li>• Increase utilization of Facebook with marketing and updates.</li> <li>• Increase emphasis of on-line classes.</li> </ul>	1: Meet regional needs with quality academic services.	<ul style="list-style-type: none"> <li>• AA</li> </ul>
2. Reduce costs to improve self-sufficiency	<ul style="list-style-type: none"> <li>• Streamline catalogs to reduce printing &amp; mailing cost.</li> <li>• Reduce paperwork / reorganize.</li> </ul>	5: Efficiency, accountability, sustainability.	<ul style="list-style-type: none"> <li>• US Postal Service</li> <li>• The Union Recorder (printer)</li> </ul>
3. Increase revenue to improve self-sufficiency	<ul style="list-style-type: none"> <li>• Increase number of summer camps.</li> <li>• Increase external groups using Gordon facilities.</li> </ul>	5: Efficiency, accountability, sustainability.	<ul style="list-style-type: none"> <li>• Athletics</li> <li>• Fine Arts</li> <li>• FAC</li> </ul>

### ***Institutional Advancement - Development***

Institutional Advancement – Development: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Hire Development Specialist	<ul style="list-style-type: none"> <li>• Increase in fundraising efforts and results</li> </ul>	4: External Relations 5: Efficiency, Accountability, Sustainability.	<ul style="list-style-type: none"> <li>• HR</li> <li>• President</li> </ul>
2. Increase trustee involvement in fundraising	<ul style="list-style-type: none"> <li>• Increase in fundraising efforts and results</li> </ul>	4: External Relations 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>• President</li> <li>• Foundation</li> </ul>
3. Secure funds for military memorial	<ul style="list-style-type: none"> <li>• Construction of Military Memorial.</li> </ul>	4: External Relations 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>• Alumni</li> </ul>

### ***Institutional Advancement – Institutional Research***

Institutional Advancement – Institutional Research: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Hire IR Director	In progress	1: Meet regional needs with quality academic services. 2: Facilitate Important Student Transitions 5. Efficiency, Accountability, Sustainability	Administrators and Faculty

### ***Institutional Advancement – Marketing***

Institutional Advancement – Marketing: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Identify vendor for marketing study	<ul style="list-style-type: none"> <li>▪ Data for effective decision making</li> </ul>	4: External Relations	<ul style="list-style-type: none"> <li>• SA, BA, AA</li> <li>• President</li> </ul>

### ***Institutional Advancement – Public Information***

Institutional Advancement – Public Information: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Develop expert list of faculty/ staff – shop the list to area media.	<ul style="list-style-type: none"> <li>• Will show that faculty/staff are qualified, and provide a value to the region,</li> <li>• Will illustrate Gordon's varied academic offerings and its value as academic institution</li> </ul>	4: External relations 1: Meet regional needs with quality academic services 5: Efficiency, accountability, sustainability	<ul style="list-style-type: none"> <li>• AA</li> </ul>
2. Illustrate that Gordon has value in the region.	<ul style="list-style-type: none"> <li>• PR that shows students (faculty/staff) are dedicated to learning (teaching) and to service</li> <li>• Show that learning is lifetime experience through CE programs</li> <li>• Promote activities that will draw visitors to campus</li> <li>• Put a human face on learning.</li> </ul>	4: External relations 5: Efficiency, accountability, sustainability	<ul style="list-style-type: none"> <li>• SA</li> <li>• AA</li> <li>• CE</li> </ul>



## STUDENT AFFAIRS

### *Student Affairs - Admissions*

Student Affairs – Admissions: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Increase incoming student academic profile.	<ul style="list-style-type: none"> <li>▪ Increase SAT/ACT scores.</li> <li>▪ Increase COMPASS scores when applicable.</li> <li>▪ Reduce the number of students in learning support.</li> </ul>	2: Facilitate Important Student Transitions 3: Recruit to Serve Regional and State Needs 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>• BA</li> <li>• LS</li> </ul>
2. Participate in PROBE fairs including Transfer PROBE fairs.	<ul style="list-style-type: none"> <li>▪ Increased applications and enrollment from outside our service area.</li> <li>▪ Begin actively recruiting transfer students from other colleges.</li> </ul>	2: Facilitate Important Student Transitions 3: Recruit to Serve Regional and State Needs	<ul style="list-style-type: none"> <li>• BA</li> <li>• Georgia Education Articulation Committee</li> </ul>
3. Expand high school counselor network.	<ul style="list-style-type: none"> <li>• Biannual high school counselor luncheon. At least 50 counselors will attend luncheon.</li> <li>• Administer survey to counselor. At least 85% of the counselors will have positive feedback.</li> </ul>	3: Recruit to Serve Regional and State Needs 4: External Relations	<ul style="list-style-type: none"> <li>• High school counselors</li> </ul>
4. Increase ACCEL participation.	<ul style="list-style-type: none"> <li>• Increased opportunities for high school students.</li> <li>• Ties directly into goals for Complete College Georgia.</li> </ul>	2: Facilitate Important Student Transitions 3: Recruit to Serve Regional and State Needs	<ul style="list-style-type: none"> <li>• High School counselors.</li> <li>• Parents</li> </ul>
5. Participate in Adult Learning Consortium and Soldiers to Scholars	<ul style="list-style-type: none"> <li>• Increased applications and enrollment of non-traditional students.</li> <li>• Increased presence in our service area.</li> </ul>	3: Recruit to Serve Regional and State Needs 4: External Relations	<ul style="list-style-type: none"> <li>• BOR</li> <li>• ALC Committee</li> </ul>

### **Student Affairs - Athletics**

Student Affairs – Athletics: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Maintain academic support for all student-athletes to enhance overall academic achievement and grade point average.	<ul style="list-style-type: none"> <li>▪ Streamline the Student-Athlete Study Sessions to provide better feedback regarding academic status for coaches and administrators.</li> </ul>	2: Facilitate important Student Transitions  5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>• AA</li> <li>• SSC</li> </ul>
2. Develop fundraising plan to increase scholarships and awareness of the financial need for all sports.	<ul style="list-style-type: none"> <li>▪ Create a fundraising arm for athletics so individuals, groups, and businesses can contribute to the program.</li> </ul>	4: External Relations  5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>• IA</li> </ul>

### **Student Affairs – Counseling**

Student Affairs – Counseling: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Increase knowledge base of high school students regarding post-secondary requirements for DS accommodations.	<ul style="list-style-type: none"> <li>▪ Will see increase in number of students presenting appropriate/needed documentation for DS accommodations.</li> </ul>	2: Facilitate Important Student Transitions	<ul style="list-style-type: none"> <li>• Off-campus SELT in high schools</li> <li>• VR Counselors</li> <li>• Parents</li> </ul>
2. Promote Counseling Center Services and Campus Safety.	<ul style="list-style-type: none"> <li>▪ Operationalize Behavioral Intervention Team (BIT).</li> <li>▪ Participate in training of Residence Life Staff.</li> <li>▪ Email to students each semester with information on services available.</li> </ul>	2: Facilitate Important Student Transitions  5: Efficiency, Accountability, and Sustainability	<ul style="list-style-type: none"> <li>• Nurse Practitioner</li> <li>• Chief of Public Safety</li> <li>• Dir. Of Residence Life</li> <li>• VP of Student Affairs</li> <li>• Counselors</li> </ul>
3. Enhance Counseling Website.	<ul style="list-style-type: none"> <li>▪ Provide Resource Information regarding Substance Abuse and other community resources.</li> <li>▪ Provide Link for Veterans.</li> <li>▪ Provide Procedure for DS Accommodations at post-secondary level.</li> </ul>	2: Facilitate Important Student Transitions  5: Efficiency, Accountability, and Sustainability	<ul style="list-style-type: none"> <li>• Counselors</li> <li>• IT Staff</li> <li>• Soldiers to Scholars</li> <li>• Adult Learning Consortium</li> </ul>

### **Student Affairs – Financial Aid**

Student Affairs – Financial Aid: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Complete the Verification Outsourcing Project with Global Financial Aid Services	<ul style="list-style-type: none"> <li>• Provide more efficient service to students by verifying their information in a shorter time frame.</li> </ul>	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>• Global Financial Aid Services</li> <li>• BO</li> </ul>
2. Realign Financial Aid Office Responsibilities due to the Verification Outsourcing Project.	<ul style="list-style-type: none"> <li>• Realign job functions to maximize customer service to our students</li> </ul>	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>• BO</li> <li>• SA</li> </ul>

### **Student Affairs - Registrar**

Student Affairs – Registrar: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Implement DegreeWorks	<ul style="list-style-type: none"> <li>▪ Complete scheduled training sessions; build required information in Banner; complete required updates in Banner</li> <li>▪ Launch DegreeWorks on campus following USG recommended guidelines</li> </ul>	2: Facilitate Important Student Transitions 3: Recruit to Serve Regional and State Needs 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>• AA, CS, BSS, EDU, HUM, MNS, NHS</li> </ul>
2. Convert paper student records to electronic format	<ul style="list-style-type: none"> <li>▪ Secure bids and select vendor</li> <li>▪ Develop format for electronic records and plan for delivering student records to vendor</li> <li>▪ Conversion of records completed by vendor</li> <li>▪ Paper records moved to Facilities for storage</li> </ul>	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>▪ CS, BA, FAC</li> </ul>

### **Student Affairs – Residence Life**

Student Affairs – Residence Life: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Enhance Housing Process/Application Layout (tutorial).	<ul style="list-style-type: none"> <li>• Complete revisions and enhancements for online process including application/agreement, online deposit/payment, and brochures/webpage</li> </ul>	2: Facilitate Important Student Transitions 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>• CS</li> <li>• BO</li> <li>• Outside Vendors</li> </ul>
2. Enhance campus life programming through club/organization engagement.	<ul style="list-style-type: none"> <li>▪ Sponsor programs (LANDERS Model)</li> <li>• Host meetings/events in the residence halls</li> </ul>	2: Facilitate Important Student Transitions 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>• STA</li> <li>• AA</li> </ul>
3. Conduct assessment of housing roommate matching processes in USG schools.	<ul style="list-style-type: none"> <li>• Enhance roommate matching process through acquisition of software (Please Don't Snore); utilize feedback collected from vendor</li> <li>• Research use of social media resources as a matching mechanism with other USG schools.</li> </ul>	2: Facilitate Important Student Transitions 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> <li>• CS</li> <li>• Outside vendors</li> </ul>

### **Student Affairs – Student Activities**

Student Affairs – Student Activities: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Update the student activities handbook – which is given to all club advisors on campus.	<ul style="list-style-type: none"> <li>▪ All club advisors will be on the same page. They will know the changes that have been implemented.</li> </ul>	5: Efficiency, Accountability, Sustainability.	<ul style="list-style-type: none"> <li>• Word processing. Student activities and club advisors</li> </ul>
2. To work with faculty to provide educational activities to students.	<ul style="list-style-type: none"> <li>▪ Students will learn outside the classroom while doing something “fun”.</li> </ul>	5: Efficiency, Accountability, Sustainability.	<ul style="list-style-type: none"> <li>• Faculty, facilities workers,</li> </ul>
3. Revise the Student Government Constitution	<ul style="list-style-type: none"> <li>▪ Will have more clarity when it comes to the expectations of the SGA members. Will also lessen the requirements for stipends to allow for more commuters to be able to reach the requirements.</li> </ul>	5: Efficiency, Accountability, Sustainability 4: External Relations	<ul style="list-style-type: none"> <li>• Student Activities; SGA members, community service facilitators</li> </ul>

## Closing the Loop: Follow Through from 2011-2012 Annual Planning

### ACADEMIC AFFAIRS

Academic Affairs: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Reduce the percentage of sections taught by part-time faculty.	We are slowly making progress. In Fall '10, 35.1% of sections were taught by part-time instructors; In Fall '11 31.6 % of sections were taught by part-time instructors.	Over the next 12 months we will hire nine new faculty members.	AA: 1
2. Create a plan for the reorganization of Academic Affairs that supports the transition of GC from two-year to four-year status.	In Fall '11, the NHS was reorganized as the School of Nursing and Health Science and the decision was announced to move to a more complete reorganization after appropriate faculty input.  In Spring '12, a faculty committee was created that produced three draft plans for reorganization. These plans are available for comment until July 1. Decision will be made by Oct. 1.	Will collect and reflect on faculty and staff comment. Will post response to comments by July 15. Will hold faculty forum by September 15.	AA: 2
3. Redefine the Honors Program to support baccalaureate students and provide more engagement and service learning opportunities.	This year saw the highest level of participation in both honors classes and honors co-curricular events in the four year history of the program.  A draft of a baccalaureate honors program should be forthcoming.	Receive and implement the plan for a baccalaureate honors program.	
4. Grow our implementation of the QEP by: a. Increasing the number of sections of the GFYE course. b. Increasing number of learning communities for freshman students in 2012-13. c. Implementing an assessment of the GFYE goals created in 2010-11 and using the assessment to improve the QEP.	We increased the number of sections of GFYE 97 and, effective Fall 2012, require this course for all students with LS requirements.  We continue to struggle with creating large numbers of viable learning communities that serve entering students. However, this past year we had some notable success including a biology/theater combination.  ▪ Assessment was created, implemented and will be part of five year SACS report.	▪	
5. Successfully launch new majors in English and History.	Majors were launched with healthy enrollments (39 BA students in English; 64 BA students in History)	Ensure that academic reorganization supports these nascent programs.	AA: 3
6. Prepare and submit successful proposals for new majors in (1) Health Services and Informatics	Proposal for major in Health Services and Informatics Administration was approved in August 2012 immediately before a freeze was implemented for all proposals for new	Prepare a response to BOR on Human Services Proposal.	AA: 3

Academic Affairs: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
Admin and (2) Human Services.	programs. On the other side of freeze, a proposal for a Human Services major was submitted and is currently under review.		
7. Make decisions about proposal(s) (for majors) to submit in 2012-2013.	These decisions were postponed as we worked through the important steps related to transition of presidents.	Will address these questions this summer.	AA: 3
8. Improve applicant pools for academic positions: a. Recruiting at national meetings. b. Creating more sophisticated on-campus visits. c. Using search firms for new hires.	We recruited for the African-American history position at the national meetings, a first in recent history.  We began tradition of hosting faculty dinners for candidates who spend evening prior to interview in the areas  We did not use search firms in any searches this year.	Several applicant pools this year were quite robust. Others were not so robust. Will need to give more attention to this issue.	
9. Review the experience of students at NSO including consideration of providing schedules to all students.	Made tentative plans to provide all students at New Student Orientations with schedules, but backed off those plans as we transitioned leadership.  This summer we will provide only those students who have one or more learning support requirements with a schedule.	In Fall 2012 will again examine possible changes to the focus of New Student Orientations.	AA: 1

### **Academic Affairs – Business & Social Science**

Academic Affairs – Business & Social Science: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Initiate History baccalaureate program.	Program successfully implemented fall semester, 2011, with 28 majors registered fall semester, and 48 majors registered spring semester, 2012.  Search for faculty member specializing in African American history continues.	Continue search for faculty member specializing in African American History. Implement assessment plan.	Continue with development of history baccalaureate program.
2. Expand online petition system to handle majority of petitions.	Pilot program in the division successful; system implemented campus-wide spring semester, 2012.	Continue to monitor and provide feedback to VPAA when applicable.	NA

Academic Affairs – Business & Social Science: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
3. Transform Information Systems Area F to Information Technology.	New Area F approved by Academic Policy Committee in January 2012 and by Faculty Senate in February 2012.	Program will be implemented in Fall Semester 2012.	Implement new Area F for Information Technology.

### **Academic Affairs - Humanities**

Academic Affairs – Humanities: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Decrease reliance upon part-time instructors for core-curriculum courses.	Observed positive change: Fall 2011 saw 64% full-time faculty use in core-curricular classes compared to 60% in Fall 2010; Spring 2012 saw 67% full-time faculty use in core-curricular classes compared to 58% in Spring 2011.	Enrollment reduction is most probable reason for percentage increases of full-time faculty during previous academic year.	Continue to monitor percentages while exploring additional full-time hiring options.
2. Develop a Professional Communications concentration for B.A. English program.	Developed Professional Communications Concentration for English BA Program with five new courses: COMM 3100 Argument & Persuasion; COMM 3940 Small Group Communication; COMM 3950 Organizational Communication; ENGL 3920 Technical Writing; and ENGL 3930 Writing for New Media. Offered first section of COMM 3100 in Fall 2012.	Offer new courses in sequence over two-year period; monitor their development and success.	Recruit students into this BA concentration and nurture their progress towards degree completion.
3. Lessen errors in final grade reporting of Learning Support students.	Primary problem was misreporting F% or IP% grades related to student attempts and suspension status. Developed chart of student progress and provided to all LS faculty. Saw significant decrease in grade report errors and subsequent processing of grade change forms: Academic Year 2010-11 (before chart distribution) saw 80 total grade changes for LS courses; Academic Year 2011-12 (after chart distribution) saw 22 total grade changes for LS courses, a 72% decrease from previous year.	Continue to create and distribute LS progress chart to faculty.	Maintain low percentage of grade report errors and grade change requests.



### **Academic Affairs - Library**

Academic Affairs – Library: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
<p>1. Provide and maintain a full range of technology and resources to support programs.</p>	<ul style="list-style-type: none"> <li>▪ In FY '11, JSTOR Life Sciences and JSTOR Mathematics and Statistics databases were purchased and added to the GC GALILEO interface. In FY '12, JSTOR Arts and Sciences database was purchased and added to the GC GALILEO interface. 2,399 books were added to the print collection in FY '11.</li> <li>▪ In FY '11, 10,451 items were circulated and 1,251 non-circulating were used. To date in FY '12, 11,500 items have been circulated.</li> <li>▪ The GIL-Find version of the Universal Catalog was made available in full production on Dec. 9, 2011.</li> <li>▪ Successfully upgraded to the latest version of Voyager 8.1.0 on May 16, 2012.</li> </ul>	<ul style="list-style-type: none"> <li>• In the coming year we will continue to seek affordable databases and titles to add to the print and electronic collections to support all degree programs. When economically feasible we would like to add additional JSTOR databases and ScienceDirect access.</li> <li>• We continue to participate in the discussion with USG GALILEO decision makers regarding the selection of a Discovery Tool to be added to GALILEO.</li> </ul>	<ul style="list-style-type: none"> <li>• 1,2</li> </ul>
<p>2. Empower students and faculty with innovative discovery tools while providing access to full range of technology, resources and services.</p>	<ul style="list-style-type: none"> <li>• By searching in GIL-Find, call numbers may be sent as a text message to a cell phone. E-books may now be downloaded for short term use.</li> <li>• In FY '11, 122 classes with a total of 3,140 students attended bibliographic instruction sessions. 41 classes with a total of 1,010 students were scheduled for research sessions in the library. To date in FY '12, 102 classes with a total of 2,402 students attended bibliographic instruction sessions. 25 classes with a total of 618 students were scheduled for research sessions in the library.</li> <li>• 4 Research guides are available online.</li> <li>• Research guides and online tutorials have been updated to reflect any changes in technology and resources.</li> <li>• Provided one-on-one instruction at Circulation, reference, GALILEO desks, by phone, and email.</li> </ul>	<ul style="list-style-type: none"> <li>• We are continually seeking the best and most efficient ways for students, faculty, and staff to access resources.</li> <li>• We would like to enter a discussion to make accessing the library web page more efficient and user friendly.</li> </ul>	<ul style="list-style-type: none"> <li>• 2</li> </ul>

Academic Affairs – Library: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
3. Increase staff level of knowledge and expertise in online searching.	<ul style="list-style-type: none"> <li>▪ Staff has participated in 28 online webinars in FY12. Four more online webinars are scheduled for FY12.</li> <li>▪ About 1/3 (11) of the webinars presented options in “Discovery Tools” and “Next Generation Library Systems.”</li> <li>▪ Staff attended GUGM at Macon State College on May 17, 2012.</li> </ul>	<ul style="list-style-type: none"> <li>• In support of the 2010-2015 RACL Strategic Plan the library staff will continue to be engaged in the discussions concerning the next steps in selecting a Discovery Tool and a Web Management System.</li> </ul>	<ul style="list-style-type: none"> <li>• 1,2,3</li> </ul>

### **Academic Affairs – Mathematics & Natural Sciences**

Academic Affairs – Mathematics & Natural Sciences: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Reorganize Diagnostic Sonography, Nuclear Medical Technology, and Radiologic Technology under one major: Radiologic Science.	<ul style="list-style-type: none"> <li>▪ Approvals from Academic Policy Committee, Faculty Senate, and the President were received.</li> <li>▪ Changes to 2012-2013 College Catalog submitted</li> </ul>	<ul style="list-style-type: none"> <li>• Summer 2012 – verify changes in new catalog</li> <li>• Summer 2012 – Update College website to reflect changes</li> </ul>	<ul style="list-style-type: none"> <li>• Complete reorganization of Radiologic Science major.</li> </ul>
2. Increase number of Faculty/Student research mentorships.	<ul style="list-style-type: none"> <li>▪ President’s Summer Research Initiative Grants increased from three to six</li> </ul>	<ul style="list-style-type: none"> <li>▪ Summer 2012 – monitor six mentor ships</li> <li>▪ IC 318 converted to student research lab.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase number of Faculty/Student research mentorships.</li> </ul>
3. Increase number of clubs, organizations and/or outside-of-classroom activities for math and science majors.	<ul style="list-style-type: none"> <li>▪ GAPS (Gordon Association of Professional Students) formed as club students majoring/interested in the health care professions</li> <li>▪ Tri-Beta (Biology honors club) chartered in April 2012</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recertify GAPS club each Fall</li> </ul>	<ul style="list-style-type: none"> <li>• Recertify GAPS Club</li> </ul>

### **Academic Affairs – Nursing & Health Sciences**

Academic Affairs – Nursing & Health Sciences: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
<p>1. Improve the quality of teaching in Health and Wellness (PHED) and all nursing courses.</p>	<p>Course evaluations for Fall 2011 and Spring 2012 reveal that, on the average, 72.46% of students rated nursing courses as above average or excellent in lecture and discussion. Concept seminars did not fare as well, with an average of 63.21% of students rating them as above average or excellent.</p> <p>Faculty evaluations were reviewed and the average rating for the areas identified are as follows:</p> <p>Effective teaching methods – NURS 4.08; PHED 4.257;</p> <p>Well organized – NURS 4.259; PHED 4.31;</p> <p>Encourages students to think – NURS 4.28, PHED 4.14;</p> <p>Encourages discussion - NURS 4.31, PHED 4.46.</p> <p>Peer evaluations were assessed to determine the faculty member's ability to relate content to objectives and knowledge of the content. Only about 50% of the peer evaluations were done. All those done had evident in the two areas.</p>	<p>The objective for lecture and discussion was achieved this time. Need to investigate reason that students rate concept seminars lower.</p> <p>All ratings were &gt; 4.0 in these areas, which was the benchmark. No student comments related to teaching methods. Faculty evaluations on the whole were good in these areas. Students make few comments on the evaluation forms particularly regarding specific areas of the evaluation.</p> <p>Faculty encouraged to complete peer evaluations by the assigned date. A mechanism for tracking the completion of these forms will be initiated.</p>	<p>Meeting regional needs and Quality academic success</p>

Academic Affairs – Nursing & Health Sciences: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
2. Increase retention rates by 20%.	<p>A faculty member was hired in Fall 2011 who spends 40-50% of her time with students identified “at risk.”</p> <p>In Fall 2011, the majority of the students seen by the faculty member were students who were returning to a course in which they were unsuccessful.</p>	<p><b>Fall 2011</b> – 64 students enrolled in Academic Intervention and Mentoring (AIM) program.</p> <p>27 of enrolled students were repeating one course – 39.7% of total number;</p> <p>41 of enrolled students had failed one or more exams in course -60.29% of total number.</p> <p>45/64 successfully passed course – 70.31%</p> <p>4 of these graduated successfully and passed the NCLEX-RN on the first attempt.</p> <p>41 continued in the program</p> <p><b>Spring 2012</b> – 41 continuing from Fall, 12 repeating one course, 40 new students who had failed at least one exam = 92 participants</p> <p>80/92 successfully passed course work (86.69%);</p> <p>8 graduated and are preparing for NCLEX-RN,</p> <p>12 students failed one or more courses this semester (13%),</p> <p>7 can petition to return to repeat courses in which they were unsuccessful.</p> <p>This program has proved to be successful over the last two semesters. In Fall, the hope is to add the mentoring part of AIM and to improve the results even more.</p>	Facilitate important student transitions

### **Academic Affairs – Teacher Education**

Academic Affairs – Teacher Education: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Successfully complete Georgia PSC review for developmental accreditation of secondary programs in English and History.	Gordon College was granted Developmental approval by the PSC on April 17 <sup>th</sup> for secondary education programs in English Education and in History Education.  The Division received <b>MET</b> designation for all eight PSC standards.	Begin to prepare for the return visit of the PSC in November of 2014 to grant <i>Continuing Approval</i> for all four of the secondary education programs (Biology, English, History, and Mathematics)	Establish the assessment protocols for secondary education and create a database housing all data for secondary education on the N: drive
2. Successful development of first endorsement program in Reading Education with successful completion of developmental accreditation visit from PSC.	During the PSC visit in April of 2012, it was determined that the Endorsement for Reading needed to be withdrawn from consideration by the Examiners of the PSC team.  A decision for the future of this program will be decided during the 2012-2013 academic year.	This idea will be discussed during the 2012-2013 academic year by the Teacher Education Council to decide whether to go forward with this endorsement.	Hold a Teacher Education Council (TEC) meeting in the fall of 2012 to gather information and make a decision on the value of the endorsement.
3. At least 80% of graduates in all baccalaureate teacher education programs will pass the appropriate GACE content test at completion of the program.	GACE scores for the most recent graduating class, cohort 3 (2010-2011) had GACE Content scores of 96.1% for Elementary Education and 92.2% for Special Education. This is an average passing rate of 94.5%.  In the academic year of 2011-2012, there were no GACE scores for any secondary candidates.  The data for 2011-2012 is incomplete at this time. We are still receiving data from testing agencies.	Maintain current status and continue to assist students to prepare for the exams.  Purchase additional study guides for the different GACE Exams.	Stay above the State Average for pass rate on all GACE Exams since this is a measure of content knowledge for all candidates in all areas.

## BUSINESS AFFAIRS

### *Business Affairs – Auxiliary Services*

Business Affairs – Auxiliary Services: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Change to third party processing of credit cards to become fully PCI compliant.	<ul style="list-style-type: none"> <li>Went live with Shift4 June 2011</li> </ul>	<ul style="list-style-type: none"> <li>.</li> </ul>	
2. Increase visibility of the bookstore.	<ul style="list-style-type: none"> <li>Joined Facebook November 2011, keeping students informed daily</li> </ul>	<ul style="list-style-type: none"> <li>.</li> </ul>	

### *Business Affairs – Business Office*

Business Affairs – Business Office: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Review, automate and streamline various business office processes such as billing, refunding, and Banner detail.	<ul style="list-style-type: none"> <li><u>Billing</u> – completed.</li> <li><u>SponsorPoint</u> is in the development stage very close to being complete. Go live scheduled for July 2012.</li> <li><u>Refunding of Housing Deposit</u> – partial completion.</li> <li><u>Dorm Fines</u> have been automated to post directly to TSAAREV - complete.</li> <li><u>Detail codes</u> have been updated with Priority Codes to increase refunding process - complete.</li> <li><u>Automation of nightly feed</u> - in development – one step of many complete.</li> </ul>	<ul style="list-style-type: none"> <li><u>Billing</u> has been implemented in Bill+Payment. E-bills are now generated and sent to students.</li> <li><u>SponsorPoint</u> provides for online billing for 3<sup>rd</sup> party contract billing. Reduces paper billing to sponsors while providing access to sponsors to see charges for students they are paying.</li> <li><u>Refunding of Housing Deposit</u> is next phase of Housing online process. Housing deposit refund online request form is in development. Once in place automation to release deposit for refunding or forfeiting. Activated the payment of Housing deposit in Touchnet e-Deposits to post directly to TSADETL Deposits in Banner</li> </ul>	<ul style="list-style-type: none"> <li>Bill+Payment – process 1098T's through this application, investigate refunding of Title IV through TouchNet, and investigate possible use of payment plan option.</li> <li><u>SponsorPoint</u> – go live and slowly bring sponsors into the application.</li> <li><u>Refunding of Housing Deposit</u> – automate the Release of the deposit from TSADETL Deposit form based on Online Request form as well as identification of forfeitures to post on TSAAREV to eliminate manual posting.</li> <li><u>Refunding of excess Title IV funds to students</u> – identify</li> </ul>

Business Affairs – Business Office: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
		<p>eliminating excess charging to the TSAAREV. Made reviewing of student accounts cleaner.</p> <ul style="list-style-type: none"> <li>▪ <u>Dorm Fines</u> were manually being posted to TSAAREV. These have been automated to post directly to TSAAREV - complete.</li> <li>▪ <u>Detail codes</u> Priority Codes were restructured so that application of payment would apply payments correctly; therefore, increasing the refunding process by eliminating much un-applying and reapplying. Looking now at further automation of the Refunding process.</li> <li>▪ <u>Automation of nightly feed</u> - have identified the steps that need to execute and the order of the execution. First step of application of payment has been automated to run on the hour.</li> </ul>	<p>which manual processes can be automated if possible.</p> <ul style="list-style-type: none"> <li>▪ <u>Automation of nightly feed</u> – complete next group of steps to automate up to the actual feed process into PeopleSoft.</li> </ul>
2. Conversion from hard copy paper documents to online documents.	<ul style="list-style-type: none"> <li>▪ One-fourth of completion</li> </ul>	<ul style="list-style-type: none"> <li>▪ Extender has been provided on computer in Business Office as well as a scanner.</li> <li>▪ Document types have been identified with several developed and utilized.</li> <li>▪ Many documents linked to Banner have already been scanned and indexed.</li> <li>▪ In communication with Computer Services on the best method for scanning and indexing non-Banner documents (i.e. Accounts Payable, Journal Entries, old GL History reports, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue with creation of document types with Computer Services and scanning and indexing documents through the summer.</li> </ul>

### **Business Affairs – Computer Services**

<b>Business Affairs – Computer Services: Closing the Loop</b>			
<b>2011-2012 Objective</b>	<b>Status</b>	<b>Follow-through</b>	<b>Related 2012-2013 Objective</b>
1. Improve availability and level of technical support during evening/night hours.	▪ Met.	▪ Hired Computer Support Spec, hours from 1pm to 9pm and as needed	▪
2. Automate processes to augment recommendations from the Graduation Committee.	▪ Met.	▪ Implemented Name Cards, Improved information entered into Banner, Ceremony RSVP, improved Reports	▪
3. Expand technology training for faculty, staff and students.	▪ Met.	Hired Instructional Technology Staff.	▪

### **Business Affairs - Controller**

<b>Business Affairs – Controller: Closing the Loop</b>			
<b>2011-2012 Objective</b>	<b>Status</b>	<b>Follow-through</b>	<b>Related 2012-2013 Objective</b>
1. Implement I-Strategy Reporting.	▪ Partially Met	▪ All Budget Managers have accounts setup. Justin White is testing with one department and if all goes well, we may fully deploy July 1, 2012.	▪



### **Business Affairs - Facilities**

Business Affairs – Facilities: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Enhance the facilities and grounds of the institution.	<ul style="list-style-type: none"> <li>• Academic Supplemental A/C</li> <li>• Basketball Court constructed</li> <li>• I-10 Biology Lab renovated</li> <li>• Campus signage</li> <li>• Smith Hall Renovation</li> <li>• Smith Asbestos Abate.</li> <li>• Melton Hall Int. Painting</li> <li>• SC Renovations</li> <li>• Lambdin Hall Quadrangle</li> <li>• Wall pack lights &amp; installation</li> <li>• Tobacco free signage</li> <li>• Handrails for SC Addition</li> <li>• Lower brick columns</li> <li>• Paint SC Foundation Room</li> <li>• (20) 70W lamps &amp; poles</li> <li>• Demo 400W; install 3 on 3/arm; replace lights 7 poles</li> <li>• Install gas logs Alumni Apartment</li> <li>• Business Office Renovations</li> <li>• 100 watt MH shoe box fit</li> <li>• Dress up SC Hill Area</li> <li>• Irrigation Spencer Street house</li> <li>• J-139 Nursing Plaque</li> <li>• I-10 Handrails</li> <li>• Pad &amp; wall around meter at Library</li> <li>• F&amp;I steel entry doors</li> <li>• Install 5 wall pack light fixture</li> <li>• Install 2 – 400W lights</li> <li>• Outside gym; basketball area, wire for bull horns</li> <li>• 3 pole lights-LH &amp; tunnel; wall pack at Library</li> <li>• Replace valves, sand filter @ pool</li> <li>• Replace boiler – pool area</li> <li>• I-10 Carpet Installation</li> <li>• Paint misc. areas/campus; 59 doors @ Academic</li> <li>• Smith Hall Transformer</li> <li>• I-10 Controls Retrofit</li> </ul>	100% complete	

## **Business Affairs – Human Resources**

Business Affairs – Human Resources: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Implement Title IX.	<ul style="list-style-type: none"> <li>▪ Partially met</li> </ul>	<ul style="list-style-type: none"> <li>▪ A policy has been developed and reviewed by legal counsel; however certain aspects of the implementation of Title IX are now being reviewed and addressed by the BOR. Initiatives are being made to identify key personnel and roles in which the personnel should be involved, as well as other aspects of the Title IX process.</li> </ul>	
2. Update Affirmative Action Plan to comply with current federal guidelines and institutional goals.	<ul style="list-style-type: none"> <li>▪ Unmet</li> </ul>	<ul style="list-style-type: none"> <li>▪ According to legal counsel; Gordon is not legally required to develop an AAP. “Non-construction (service and supply) contractors with 50 or more employees and government contracts of \$50,000 or more are required, under Executive Order 11246, to develop and implement a written affirmative action program (AAP) for each establishment.”</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
3. Implement Manager Self Service in ADP.	<ul style="list-style-type: none"> <li>▪ Partially met</li> </ul>	<ul style="list-style-type: none"> <li>▪ After review of MSS, a decision was made to implement ePaf (electronic personnel actions) versus Manager Self Service. Currently, we are working with Shared Services in regards to setting up testing ePaf.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

### **Business Affairs – Public Safety**

Business Affairs – Public Safety: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Develop a true emergency capable dispatch system.	<ul style="list-style-type: none"> <li>▪ Met – LCSO operates a radio through their dispatch center after business hours</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
2. Develop a Field Training Program for newly hired police personnel.	<ul style="list-style-type: none"> <li>▪ Met – Newly hired officers are trained by our supervisors on both police practices and campus responsibilities unique to Gordon College.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
3. Change current radio system to FCC required 12.5 kw bandwidth.	<ul style="list-style-type: none"> <li>▪ Partially met</li> </ul>	<ul style="list-style-type: none"> <li>▪ Licensing changes have been made. Radios will be changed in July 2012 along with the LCSO.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

## Institutional Advancement

### *Institutional Advancement – Alumni Relations*

Institutional Advancement – Alumni Relations: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Expand alumni efforts to include more reunion meetings on campus.	<ul style="list-style-type: none"> <li>▪ ECE Graduate Survey sent out.</li> </ul>	Compile data and set date for meeting with volunteers that are interested in planning ECE reunion.	<ul style="list-style-type: none"> <li>▪ 1</li> </ul>
2. Develop new ways to involve alumni with campus events.	<ul style="list-style-type: none"> <li>▪ Theater and athletic events part of 2012 alumni weekend</li> <li>▪ Activities of campus life regularly posted on Alumni Facebook page.</li> <li>▪ Met with CSL on veterans outreach program possibility.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work on list of current alumni that will participate in the outreach programs.</li> <li>▪ Continue to post updates on alumni page of activities and news on campus.</li> <li>▪ Set up meeting with Athletics to develop game days that involve alumni.</li> <li>▪ Work with Athletics to get alumni involved with game day events.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2</li> </ul>
3. Establish a class agent list.	<ul style="list-style-type: none"> <li>▪ List has been developed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing – List will continue to be updated</li> </ul>	<ul style="list-style-type: none"> <li>▪ 3</li> </ul>

### *Institutional Advancement – Community Education*

Institutional Advancement – Community Education: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Improve profitability of community education programs.	<ul style="list-style-type: none"> <li>▪ Ed2go reported that our third fiscal quarter has increased 241% from last's year quarter</li> <li>▪ Online registration / communication has increased which reduces mailing cost.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>2</li> </ul>
2. Enhance customer privacy procedures to comply with college policies.	<ul style="list-style-type: none"> <li>▪ PCI Compliance has been completed. In use since Sept. 2011.</li> </ul>		

### ***Institutional Advancement - Development***

Institutional Advancement – Development: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Increase trustee involvement in fundraising.	<ul style="list-style-type: none"> <li>▪ Retreat held Fall 2011 with working group to address trustee responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue to address trustee expectations with new foundation leadership</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1</li> </ul>
2. Secure funding for the military memorial.	<ul style="list-style-type: none"> <li>▪ 30 names added to the 350 list</li> <li>▪ Meetings with alumni in Asheville, NC, Columbia, SC and Ocala, FL</li> <li>▪ One third of goal reached</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>▪ 3</li> </ul>

### ***Institutional Advancement – Institutional Research***

Institutional Advancement – Institutional Research: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Enhance IR website to better serve the community.	<ul style="list-style-type: none"> <li>▪ Fact Book information posted for Fall 2011</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
2. Provide decision supporting data, research, and analysis to support the College's planning process, accreditation, benchmarking assessment, and institutional effectiveness activities.	<ul style="list-style-type: none"> <li>▪ QEP support provided</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

### ***Institutional Advancement – Marketing***

Institutional Advancement – Marketing: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Provide support for the recruitment of targeted student audiences.	<ul style="list-style-type: none"> <li>▪ ROI from targeted ads in nursing professional journals merits continued usage of ads in that medium</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue to monitor response rate to targeted ads and to identify other targeted audiences and appropriate media</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
2. Identify vendor to conduct market study in order to better define messaging for continued expansion as baccalaureate degree granting college.	<ul style="list-style-type: none"> <li>▪ No vendor identified</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify vendor</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
3. Improve signage to campus.	<ul style="list-style-type: none"> <li>▪ DOT contacted/signage exists North and South lanes I75, state highway restrictions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Revisit Sasaki study and areas where plan can be used with allowable venues</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

### ***Institutional Advancement – Public Information***

Institutional Advancement – Public Information: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Develop Gordon College Facebook “fan” page.	<ul style="list-style-type: none"> <li>▪ Page developed 4/12 and is growing in popularity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue to use FB, Twitter, YouTube and other appropriate social media to provide positive exposure of students, faculty and staff as well as additional communication tool.</li> </ul>	
2. Assist in continued promotion of Accel program and off-campus centers through development of press releases and content for web page.	<ul style="list-style-type: none"> <li>▪ In progress, continues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue to promote Accel program and off campus centers.</li> </ul>	2

## STUDENT AFFAIRS

### *Student Affairs - Admissions*

Student Affairs – Admissions: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Increase incoming student academic profile.	<ul style="list-style-type: none"> <li>▪ Fall '12 Applicants have the following increases compared to Fall '11: FI +66, GPA +.06, SATV +19.7, SATM +21.9.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>▪ ADM - 1</li> </ul>
2. Cross-train counselors and specialists.	<ul style="list-style-type: none"> <li>▪ Counselors and specialists, while not completely interchangeable, have an excellent working knowledge of both positions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implemented</li> </ul>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>
3. Participate in PROBE fairs including Transfer PROBE fairs.	<ul style="list-style-type: none"> <li>▪ Attended every PROBE fair and counselor workshop.</li> <li>▪ Hosted PROBE fair at Stonecrest Mall</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>▪ ADM - 2</li> </ul>
4. Expand high school counselor network.	<ul style="list-style-type: none"> <li>▪ Hosted very successful counselor luncheon with approximately 55 attendees.</li> <li>▪ Admissions counselors held approximately 300 meetings with high school counselors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>▪ ADM - 3</li> </ul>



### **Student Affairs - Athletics**

Student Affairs – Athletics: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Strengthen academic component by developing a monitored learning environment for all at-risk student-athletes.	<ul style="list-style-type: none"> <li>▪ Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Meet with Student Success Director Peter Higgins to define standards and best practices for maintaining productive study sessions for student-athletes.</li> </ul>	SA/ATH: 1
2. Identify and honor past student-athletes and/or team performances.	<ul style="list-style-type: none"> <li>▪ Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Plan an anniversary event/ceremony and invite former players/coaches from 1991 (men's basketball conference champions) along with the 2011-2012 (MBB region champions) team honoring the accomplishments of both squads.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
3. Develop Student-Athlete Advisory Committee to promote community service and leadership along with a positive image of Gordon Athletics.	<ul style="list-style-type: none"> <li>▪ Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Create new calendar for upcoming academic year with worthy campus and community events to help maintain a positive presence in Barnesville and the surrounding area.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

### **Student Affairs - Counseling**

Student Affairs – Counseling: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Implement more effective strategies to disseminate information on disability services to community.	•	•	▪
2. Increase promotion of Counseling Center and services offered.	<ul style="list-style-type: none"> <li>• Faculty &amp; Staff Emergency Guide completed and distributed to some faculty.</li> <li>• E-mails sent to faculty, staff, and students.</li> <li>• Flyers on services offered distributed on campus, programs in classrooms, residence halls.</li> <li>• Counselor presentations on campus.</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty &amp; Staff Emergency Guide complete, needs to be more widely distributed.</li> <li>• Students reported learning of services from flyers</li> <li>• Student self-referrals increased following presentations</li> </ul>	▪
3. Enhance Counseling Center website.	<ul style="list-style-type: none"> <li>• Add up-to-date information on disability services and counseling.</li> <li>• Newsletters” on relevant topics.</li> </ul>	<ul style="list-style-type: none"> <li>• New links added to website.</li> <li>• Additional information needs to be added, Veterans &amp; Crisis links</li> </ul>	▪
4. Develop Sexual Misconduct policy and procedure manual in-line with federal guidelines.	▪	▪	▪

### **Student Affairs – Financial Aid**

Student Affairs – Financial Aid: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Continue to revise our internal Loan Default Prevention Program.	Ongoing	Meet with NSLP to continue to work on our default prevention plan	Realignment of Financial Aid Office Responsibilities due to the Verification Outsourcing Project.
2. Investigate outsourcing of the verification process.	Ongoing	Continue to work with Global Financial Aid Services to implement to workflow for our Verification Outsourcing Project.	Complete the Verification Outsourcing Project with Global Financial Aid Services

### **Student Affairs - Registrar**

Student Affairs – Registrar: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Launch of Georgia Transfer Articulation Cooperative Services (GATRACS) portal on GAcollge411.	<ul style="list-style-type: none"> <li>▪ Completed March 2012</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintain Banner transfer articulation programs. Continue building course equivalencies as new schools/ courses are received on student transcripts from other institutions.</li> </ul>	
2. Fill Transfer Evaluator position.	<ul style="list-style-type: none"> <li>▪ Position filled September 2011</li> </ul>	<ul style="list-style-type: none"> <li>▪ Position vacated February 2012. Fill position again.</li> </ul>	
3. Implement improvements identified in Survey of Expectations.	<ul style="list-style-type: none"> <li>▪ In progress</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete review of 2007-08 new Student Handbook and revise as needed. Place handbook on website.</li> </ul>	

### **Student Affairs – Residence Life**

Student Affairs – Residence Life: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Enhance Housing Process/Application Layout (tutorial).	Ongoing	<ul style="list-style-type: none"> <li>▪ Launched April 10, 2012</li> <li>▪ Review and revision process will be done on an annual basis</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide/incorporate additional assistance/instruction for completing housing forms properly; utilize survey for applicant feedback</li> </ul>
2. Enhance campus life programming through club/ organization engagement.	<ul style="list-style-type: none"> <li>▪ Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Invited campus clubs and organizations to host programs/ sessions in the residence hall areas</li> <li>▪ Worked with clubs/ organizations on semester calendar of events</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enhance campus life programming through club/organization engagement.</li> </ul>
3. Conduct assessment of housing roommate matching processes in USG schools.	<ul style="list-style-type: none"> <li>▪ Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Established/Incorporated social media department page for communication with residents regarding residence life issues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct assessment of housing roommate matching processes in USG schools.</li> </ul>

### **Student Affairs – Student Activities**

Student Affairs – Student Activities: Closing the Loop			
2011-2012 Objective	Status	Follow-through	Related 2012-2013 Objective
1. Increase student participation in activities by 10%.	<ul style="list-style-type: none"> <li>▪ As of 4/24/12 there were a total of 13701. **Not all event participants have been accounted for.</li> </ul>	Will get with the departments on campus to get their participant numbers for their events.	<ul style="list-style-type: none"> <li>▪</li> </ul>
2. Make students more aware of the Student Government Association.	<ul style="list-style-type: none"> <li>▪ Have made available exam blue books for students; local fax machine services, and had a huge push for the officer election for the 2012-2013 academic year</li> </ul>	Implemented in spring 2012 and as of April 24 <sup>th</sup> there has been 400 blue books given out.	<ul style="list-style-type: none"> <li>▪</li> </ul>
3. Facilitate events that allow students, faculty, and staff to interact outside the classroom in a non-teaching environment.	<ul style="list-style-type: none"> <li>▪ Held the mystery dinner during the October fest. This event allowed students and staff to mix and mingle creating a fun atmosphere.</li> </ul>	Checked with the faculty and staff who participated to see how they responded to the experience and received rave reviews.	<ul style="list-style-type: none"> <li>▪</li> </ul>
4. Sponsor at least one academic based event per semester.	<ul style="list-style-type: none"> <li>▪ Fall – Civility Speaker</li> <li>▪ Spring – Spoken Word Poets</li> </ul>	Events weren't well attended. Check with the faculty to see what we can do to help make these types of events a success.	<ul style="list-style-type: none"> <li>▪</li> </ul>