

2013-2014 Annual Planning Reference Documents



**Gordon State College
Office of Institutional Research
April 2014**

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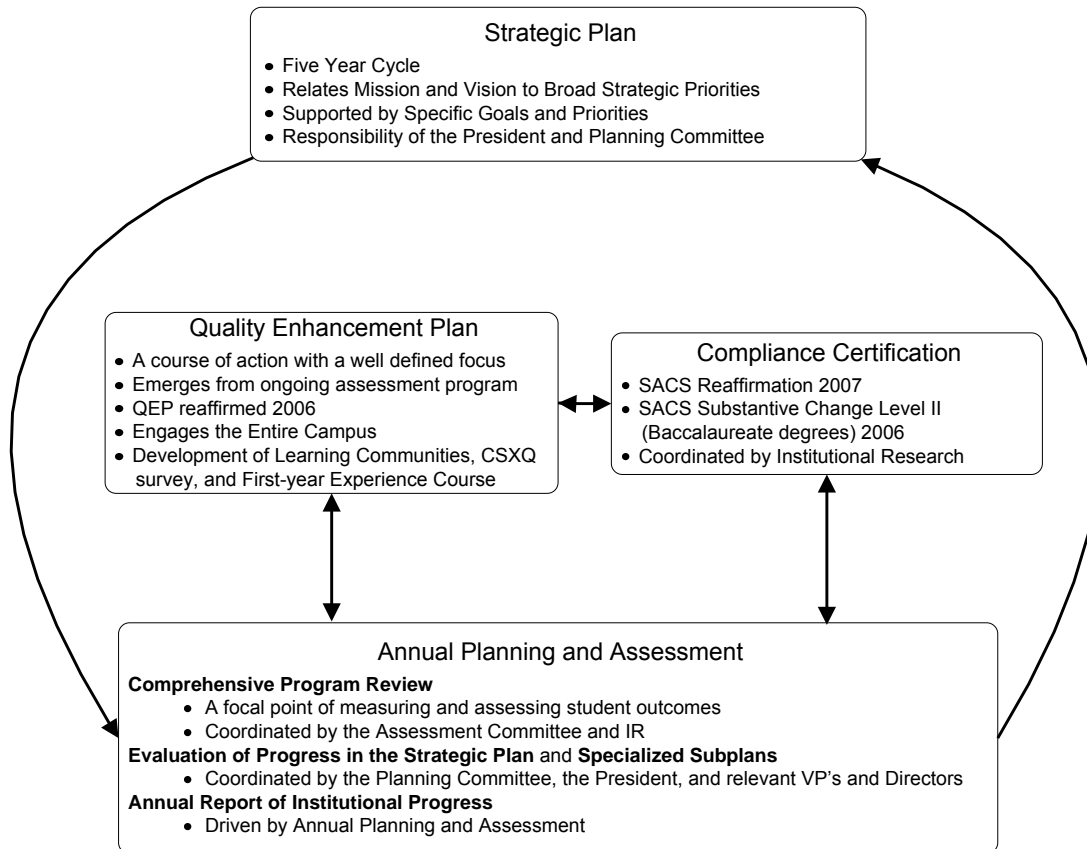
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Annual and Strategic Planning at Gordon State College

The Gordon State College Planning Model

The Gordon State 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 State College Strategic Plan 2013-2018

Strategic Planning Priorities

1. Access with Excellence

Gordon State College will serve the educational needs of the region and the state by maintaining its mission as an access institution, while expanding to offer wider access to baccalaureate programs and assuring excellence in its offerings and service to its constituents. By maintaining access while expanding programs, Gordon State College will open the doors to a college education to a wider audience, resulting in a more educated Georgia.

2. A Diverse Academic Environment

Gordon State College will advance the academic work of the College and the resources that support it. The synthesis of the intellectual, cultural and material resources of the campus community will support the development of effective habits of mind for all participants. The College will support the physical, technological and pedagogical resources needed to achieve this goal. This focuses resources and energies on the core educational mission of the College, and promotes the ongoing development of all of the College's stakeholders through strategic allocation of resources.

3. Retention, Progression, and Graduation

Gordon State College will increase retention (the number of students that are retained from one year to the next), graduates (the number of students who graduate from two-year and four-year programs), and the number of students who progress from Gordon State College to the next appropriate step (such as transfer to another college). By accomplishing these goals, the College will contribute to a more educated population, prepared to face the challenges and opportunities of the 21st century.

4. Community Partnerships and Engagement

Gordon State College will support and enhance pathways for the exchange of knowledge and other resources with the community, including local, regional, state, and national entities. These community partnerships will strengthen both the College and the community by increasing the resources available to each, and build a mutual respect for the benefits each brings to the partnership.

5. Efficiency, Accountability, and Sustainability

Gordon State College is committed to providing a welcoming atmosphere that attracts a diverse community and engages through academics and culture. In a dynamic economic atmosphere, Gordon State College must constantly strive to improve operational efficiencies, ensure a commitment to performance and accountability, and advance our financial and resource sustainability, in order to achieve these goals.

Changes in Reference Documentation

Business Affairs is subdivided among seven units with unique objectives and planning loops. Academic Affairs includes the School of Arts and Sciences, School of Nursing and Health Sciences, and School of Education. The School of Arts and Sciences is divided into departments; Biology, Humanities, Fine and Performing Arts, Business and Public Service, History and Political Science, and Math and Physical Science. Institutional Research is a unit under Academic Affairs.

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

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

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

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

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

Details of 2013- 2014 Annual Planning Objectives

OFFICE OF THE PRESIDENT

Office of the President: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Receive BOR approval for new Bachelor degree program	<ul style="list-style-type: none"> • Sent prospectus for Bachelor of Science in Management and Administration 	Meeting Regional Needs with Quality Academic Services <ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions ▪ Recruit to Serve Regional and State Needs ▪ External Relations 	<ul style="list-style-type: none"> ▪

ACADEMIC AFFAIRS

Academic Affairs: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
<p>1. 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 “FT/FT cohort.”</p>	<ul style="list-style-type: none"> • 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 “FT/FT cohort.” • Hire additional academic advisors for the SSC and use these advisors to implement a robust intervention for students who are reported on an “early alert” survey of faculty in the fourth week of the semester. • In the spirit of our new membership in the Adult Learning Consortium and the Soldiers to Schools collaborative of the USG, continue to seek ways to better support adult students and military related students. Those efforts will include modification of policies and creating special sections of the GFYE course specifically for adult learners, including an on-line section. • Continue our efforts to restructure deliver of courses to maximum effect for our students. These efforts will include opening a Center for Excellence in Teaching and Learning, increasing the number and quality of courses, offered in on-line or hybrid formats, and expanding our experiments in using the Supplemental Instruction model of course delivery. • Continue to reduce our dependence on part-time instructors in the delivery of key freshmen courses. • Continue our work in transforming the delivery of remediation including experiments in tiered delivery of college-level mathematics and remedial mathematics and continued experiments with the Emporium Model of delivery of learning support mathematics and tiered delivery of remedial English and college level courses. • Seek strategies for shortening time to degree including encouraging a culture of registering for and completing 15 semester hours each semester and creating lean baccalaureate programs that allow the inclusion of courses from previous studies. • Increase the number and quality of our on-line and hybrid course offerings. • Revisit and improve NSOs. • Create new outreach programs to increase the number of area students we serve through the ACCEL program. 	<p>2: Facilitate Important Student Transitions.</p>	<p>SA</p> <p>BA</p> <p>External Affairs</p>

Academic Affairs: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
2. Create a plan for the reorganization of AA that supports the transition of the college from two-year to four-year status.	<ul style="list-style-type: none"> Digest response from faculty to draft plans proposed by the faculty committee who studied the issue, incorporate responses in thinking, develop a multi-step plan for implementation. 	1: Meet regional needs with quality academic services 2: Facilitate important student transitions.	PRES
3. Continue the process of nurturing and adding baccalaureate programming that serves the needs of our students and the region.	<ul style="list-style-type: none"> Support “young” programs in education, nursing, biology, mathematics, English, and history. Implement major in Health Services and Informatics Administration. Prepare response to System on Human Services major. Prepare five-year plan for new baccalaureate programming we hope to propose and implement. 	1: Meet regional needs with quality academic services 2: Facilitate important student transitions.	PRES BA

Academic Affairs – School of Arts and Sciences

Academic Affairs – Department of 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"> • Add Global Perspectives option course for Music program (Intro to World Music or History of Music) • Add Global Perspectives option course for Theater program (Intro to World Theater or History of Theater) 	2: Facilitate important student transitions. 5: Efficiency, accountability, sustainability. 1: Meet regional needs with quality academic services.	<ul style="list-style-type: none"> • Division Chair • Faculty • AA
2. Improve retention in HUM online courses through direct interaction between instructors and students.	<ul style="list-style-type: none"> ▪ Initiate Dr. Stephen Raynie’s program wherein instructors contact each student by phone before semester begins and at least one other time. ▪ Initiate practice of contacting by phone any student whose participation has gone dormant for five days. ▪ Seeking 10% increase in retention and A-B-C completion for online sections. 	1: Meet regional needs with quality academic services 2: Facilitate important student transitions.	<ul style="list-style-type: none"> • Division Chair • Faculty
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"> ▪ Review and revise Area A Common Course Outlines (2 courses) ▪ Review and revise Area C Common Course Outlines (21 courses) ▪ Ensure consistency of course delivery across wide array of full- and part-time faculty. 	2: Facilitate important student transitions. 5: Efficiency, accountability, sustainability. 1: Meet regional needs with quality academic services.	<ul style="list-style-type: none"> • Division Chair • Faculty

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

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

Academic Affairs – Department of History & Political Science Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
5. Continue with development of history baccalaureate program.	<ul style="list-style-type: none"> ▪ 60% retention of students to senior year in Fall '12. ▪ 10 graduates by Spring '13. ▪ Faculty recruitment of one new faculty with specialty in African American History, and one new faculty with specialty in world history. ▪ Implement assessment program. 	1: Meet regional needs with quality academic services.	• AA
6. Implement new Area F for Information Technology.	<ul style="list-style-type: none"> ▪ 10 students enrolling in new Area F by Spring '13 ▪ 50% of students retained until Fall '13. 	1 Meet regional needs with quality academic services.	• AA

Academic Affairs – Department of History & Political Science Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
7. Propose baccalaureate in Human Services.	<ul style="list-style-type: none"> ▪ Submit proposal to BOR. ▪ Generate student and community support for degree. 	1 Meet regional needs with quality academic services.	• AA
8. Increase student out-of-classroom learning experiences.	<ul style="list-style-type: none"> ▪ Create 2 new student academic clubs. ▪ 20% of majors participating in out-of-classroom activities. ▪ Develop service learning opportunities in at least 1 course. ▪ Explore internships. 	1: Meet regional needs with quality academic services 2: Facilitate important student transitions.	• AA

Academic Affairs – Department of Math & Physical Science Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Complete reorganization of Radiologic Science major.	<ul style="list-style-type: none"> • Conform to the organization at Georgia Health Sciences University 	• 4: External Relations	•
2. Increase number of Faculty/Student research mentorships.	<ul style="list-style-type: none"> • Better prepared and competitive science students 	▪ 1: Meeting Regional Needs with Quality Academic Services	•
3. Recertify GAPS Club	<ul style="list-style-type: none"> • Better equipped and competitive science students preparing to enter the professional health care fields 	▪ 4: External Relations	•
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"> • Increase success in passing Area A math course in support of Graduate College Georgia 	• 1: Meeting Regional Needs with Quality Academic Services	•

Academic Affairs – Department of Biology Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Complete reorganization of Radiologic Science major.	<ul style="list-style-type: none"> • Conform to the organization at Georgia Health Sciences University 	• 4: External Relations	•

Academic Affairs – Department of Biology Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
2. Increase number of Faculty/Student research mentorships.	<ul style="list-style-type: none"> Better prepared and competitive science students 	<ul style="list-style-type: none"> 1: Meeting Regional Needs with Quality Academic Services 	<ul style="list-style-type: none">
3. Recertify GAPS Club	<ul style="list-style-type: none"> Better equipped and competitive science students preparing to enter the professional health care fields 	<ul style="list-style-type: none"> 4: External Relations 	<ul style="list-style-type: none">
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"> Increase success in passing Area A math course in support of Graduate College Georgia 	<ul style="list-style-type: none"> 1: Meeting Regional Needs with Quality Academic Services 	<ul style="list-style-type: none">

Academic Affairs – School of Nursing and 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"> • Assess course evaluation ratings of lecture and discussion and concept seminars. Need to investigate reason students rate concept seminars lower than lecture/discussion • Review individual faculty evaluations for effective teaching methods, organization, encourages students to think, encourages discussion, and student comments which address teaching methods. • Assess Peer Evaluations for faculty member's ability to relate content to objectives and to be knowledgeable of content presented. 	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"> • AIM coordinator will track the students seen each semester with % successful completion of course. • Dean of School will contract with all returning students to meet with AIM coordinator. • Introduce mentoring part of AIM in 2013-2014. 	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"> • 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. 	5: Efficiency, accountability, sustainability.	•
4. Develop and implement an HSIA bachelor's program	<ul style="list-style-type: none"> • Hire coordinator of program to start developing curriculum • Initiate courses within the program by Spring 2013 • Start process of accreditation through approving agency 	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"> • Select committee in Fall 2012 with Dean charging the committee with its related duties and responsibilities 	1: Meet regional needs with quality academic services.	•

Academic Affairs – School of 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"> • Work with partnerships in all area counties to establish needs of the school systems in relation to future teacher needs. • Help faculty stay on the cutting edge of technology and the impact on pedagogy for the classroom • Maintain the entrance requirements into teacher education to continue to have top quality candidates for all teacher education programs • Work to reach out to content area majors about opportunities for teaching in middle and high schools (6-12) in content areas. 	1: Meet regional needs with quality academic services.	<ul style="list-style-type: none"> • AA • SA
2. Continue to strengthen our relationship with our regional area educational partners using faculty expertise.	<ul style="list-style-type: none"> • Work with local schools to help solve district needs and problems. • Be aware of the growing needs of the K-12 community in our area. • Focus on collaboration with our partners to provide solutions to emerging problems in K-12 education using faculty expertise. 	1: Meet regional needs with quality academic services. 4: External Relations	<ul style="list-style-type: none"> • AA • Regional Partners in Education
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"> • 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. • 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. • 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. 	1: Meet regional needs with quality academic services 2: Facilitate important student transitions.	<ul style="list-style-type: none"> • AA • SA • Regional Education Partners

Academic Affairs – Institutional Research: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
Improve Business Processes to be more efficient as it relates to IR	Implemented online Graduation Surveys.	Retention, Progression, and Graduation	Computer Services And Registrar
Assist with Assessment & Accreditation activities involving external entities	<p>Coordinated SACSCOC response related to the institution's Referral Report (Comprehensive Standard 3.13.3) and complaints log.</p> <p>Authored and submitted prospectus to offer 50% or more credits via online delivery.</p> <p>Edited faculty roster for Henry County prospectus.</p> <p>Gathered and organized SACS documents located across campus in order to house them in a central location for easy access by President, Provost, and others.</p>	Access with Excellence	VPSS Department Heads VPAA President
Provide timely and appropriate information for decision-making & planning	<p>Created and administered Nursing survey and corresponding emails to Students and Clinical Facilities in order to collect evidence for a proposed BSN program</p> <p>Provided matriculation data needed by underwriter for Standard and Poor's related to financing of new building construction.</p> <p>Administered NSSE survey.</p> <p>Completed CUPA survey for the second year.</p> <p>Led roll-out of dashboards including Quick facts, Daily Registration, and Section Enrollment.</p>	<p>Access with Excellence Efficiency,</p> <p>Accountability, and Sustainability</p> <p>Retention, Progression, and Graduation</p>	Dean of Nursing VPBA USG Human Resources Computer Services

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"> ▪ Increase acquisitions and e-materials. Comparison of the number of acquisitions, e-books, and databases with FY12 and FY13. ▪ User-friendly, efficiently accessible resources via Discovery Tool. ▪ Provide information infrastructure. 	<ul style="list-style-type: none"> • 1: Meeting Regional Needs with Quality Academic Services • 2: Facilitate Important Student Transitions 	<ul style="list-style-type: none"> • USG BOR • RACL • GALILEO • IT • Division Chair • Faculty • Vendors
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"> • Increase the number of times students use specific journal databases based on comparison of GALILEO statistics with FY12 and FY13. • Provide necessary instruction for use of Discovery Tool. • Provide Bibliographic instruction for classes. • Provide one-on-one reference and instruction. • Support and provide Library Research class. 	<ul style="list-style-type: none"> • 1: Meeting Regional Needs with Quality Academic Services. • 2: Facilitate Important Student Transitions • 5: Efficiency, Accountability, Sustainability. 	<ul style="list-style-type: none"> • GALILEO • IT • Division Chair • Faculty • Students
3. Increase staff level of knowledge and expertise in online searching.	<ul style="list-style-type: none"> ▪ Staff will attend at least 5 web based trainings ▪ All staff will be trained in the use of new Discovery Tool. ▪ All staff will attend GUGM in FY13 	<ul style="list-style-type: none"> • 2: Facilitate Important Student Transitions. • 5: Efficiency, Accountability, Sustainability. 	<ul style="list-style-type: none"> • GALILEO • GIL • IT • Vendors
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"> ▪ Explore alternative use of spaces. ▪ Open spaces to student use by acquiring moveable shelving for bound periodicals. ▪ Convert unused storage areas into useable space. 	<ul style="list-style-type: none"> • 2: Facilitate Important Student Transitions. • 5: Efficiency, Accountability, Sustainability 	<ul style="list-style-type: none"> • Plant Operations • Students • Academic Affairs • Business Office

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"> ▪ Decrease wait time in line, increasing customer satisfaction 	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> ▪
2. Install 35 lockers outside bookstore entrance	<ul style="list-style-type: none"> ▪ Secure personal property of customers visiting store 	5: Efficiency, Accountability, Sustainability.	<ul style="list-style-type: none"> ▪ Plant Ops to install

Business Affairs – Business Office

Business Affairs – Business Office Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
<p>1. Review, automate and streamline various business office processes such as billing, refunding, and feeding to PeopleSoft.</p>	<ul style="list-style-type: none"> ▪ 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. ▪ 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. ▪ 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. ▪ 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. • 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. 	<p>5: Efficiency, Accountability, Sustainability.</p>	<ul style="list-style-type: none"> ▪ Computer Services, TouchNet
<p>2. Conversion from hard copy paper documents to online documents.</p>	<ul style="list-style-type: none"> ▪ Continue with creation of document types with Computer Services and scanning and indexing documents through the summer. 	<p>5: Efficiency, Accountability, Sustainability.</p>	<ul style="list-style-type: none"> ▪ Computer Services
<p>3. Implement marketing strategies for educating students regarding payments.</p>	<ul style="list-style-type: none"> ▪ Students will utilize all the features available to them in TouchNet Bill+ Payment. To have more students setup authorized users in the application. 	<p>5: Efficiency, Accountability, Sustainability.</p>	<ul style="list-style-type: none"> ▪

Business Affairs – Computer Services

Business Affairs – Computer Services Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Deploy Digital Signage.	Deployment of digital signage access campus that is managed by PI and other end users.	2: Facilitate Important Student Transitions 4: External Relations	Vendors, PI and other distributors of campus information
2. Implement Degree Works.	Successful implementation with faculty and student training.	2: Facilitate Important Student Transitions	ITS, Vendors, REG, AA
3. Implement D2L.	Successful implementation with faculty and student training.	1: Meeting Regional Needs with Quality Academic Services	ITS, Vendors, AA, Students
4. Improve Server Ops.	Virtualization of Linux and Windows Servers. Improve reliability and efficiency of backups.	5: Efficiency, Accountability, Sustainability.	Vendors

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

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"> ▪ Provide faculty offices for new academic organizational structure 	5: Efficiency, Accountability, Sustainability.	AA, BA Vendors
2. Instructional Complex Renovations including furniture	<ul style="list-style-type: none"> ▪ Provide faculty offices for new academic organizational structure 	5: Efficiency, Accountability, Sustainability.	AA, BA Vendors
3. Replace desks in all classrooms of IC building;	<ul style="list-style-type: none"> ▪ Provide for a better learning environment by increasing work surface of desks. 	5: Efficiency, Accountability, Sustainability.	BA Vendors
4. BR-89-1201 Dining Facility Renovation and Addition	<ul style="list-style-type: none"> ▪ Increase offerings and seating capacity. Provide a better dining experience for faculty staff, and students. 	5: Efficiency, Accountability, Sustainability.	BA, SA, Vendors
5. Explore library addition and/or renovation	<ul style="list-style-type: none"> • Upgrade library to 21st century technology 	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"> ▪ Comply with federal guidelines established by the Office for Civil Rights 	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> ▪ SA, AA, Public Safety
2. Continue the implementation of ePAF (electronic personnel action form)	<ul style="list-style-type: none"> ▪ Improve the processing of personnel actions 	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> ▪ Managers
3. Revise recruitment & hiring process	<ul style="list-style-type: none"> ▪ Build and sustain the goals of the College Task Force in respecting and identifying diversity and inclusion 	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> ▪ Managers ▪ Cultural Task Force

Business Affairs – Public Safety

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

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"> • Sport Affinity Reunion • Bachelor Affinity Alumni Reunions • Post-'72 Reunion 	4: External Relations	<ul style="list-style-type: none"> • AA • SA • ATH
2. Involve alumni with campus events.	<ul style="list-style-type: none"> ▪ Alumni will participate in Peer to Peer events. ▪ Alumni will participate in more events beyond current involvement. 	4: External Relations	<ul style="list-style-type: none"> • SA • STA • CSL
3. Establish an active class agent program.	<ul style="list-style-type: none"> ▪ Lost Alumni will be located. ▪ Office will retain volunteers for all events to assist the college. 	4: External Relations	
4. Improve alumni communication with use of social media	<ul style="list-style-type: none"> ▪ Increase alumni involvement and awareness of current campus events 	4: External Relations	
5. Involve alumni in fundraising projects.	<ul style="list-style-type: none"> ▪ Alumni will participate in more fundraising events to benefit the college 	4: External Relations	

Institutional Advancement – Community Education

Institutional Advancement – Community Education: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Increase revenue to improve self-sufficiency	<ul style="list-style-type: none"> • Increase number of summer camps. • Increase external groups using Gordon facilities. 	5: Efficiency, accountability, sustainability.	<ul style="list-style-type: none"> • Athletics • Fine Arts • FAC

Institutional Advancement - Development

Institutional Advancement – Development: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Increase trustee involvement in fundraising	<ul style="list-style-type: none"> • Increase in fundraising efforts and results 	4: External Relations 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> • President • Foundation

Institutional Advancement – Marketing

Institutional Advancement – Marketing: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Utilize the report from the Marketing Study	<ul style="list-style-type: none"> ▪ New strategies to target needs 	4: External Relations	<ul style="list-style-type: none"> • SA, BA, AA • President

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"> • Will show that faculty/staff are qualified, and provide a value to the region, • Will illustrate Gordon's varied academic offerings and its value as academic institution 	4: External relations 1: Meet regional needs with quality academic services 5: Efficiency, accountability, sustainability	<ul style="list-style-type: none"> • AA
2. Illustrate that Gordon has value in the region.	<ul style="list-style-type: none"> • PR that shows students (faculty/staff) are dedicated to learning (teaching) and to service • Show that learning is lifetime experience through CE programs • Promote activities that will draw visitors to campus • Put a human face on learning. 	4: External relations 5: Efficiency, accountability, sustainability	<ul style="list-style-type: none"> • SA • AA • CE

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

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"> ▪ Streamline the Student-Athlete Study Sessions to provide better feedback regarding academic status for coaches and administrators. 	2: Facilitate important Student Transitions 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> • AA • SSC
2. Develop fundraising plan to increase scholarships and awareness of the financial need for all sports.	<ul style="list-style-type: none"> ▪ Create a fundraising arm for athletics so individuals, groups, and businesses can contribute to the program. 	4: External Relations 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> • IA

Student Affairs – Counseling

Student Affairs – Counseling & Accessibility Services: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Enhance ADA info provided to Faculty & Staff	<ul style="list-style-type: none"> ▪ Will see decrease in number of faculty & staff providing students with incorrect information ▪ Will see increase in number of student referrals to Accessibility Services 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions ▪ Efficiency, Accountability, and Sustainability 	<ul style="list-style-type: none"> • Faculty • Staff • VP of Academic Affairs
2. Enhance information provided to Faculty & Staff regarding emotionally distressed students.	<ul style="list-style-type: none"> ▪ Promote Behavioral Intervention Team (BIT) ▪ Participate in training of Residence Life Staff ▪ Provide training and materials to Faculty & Staff 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions ▪ Efficiency, Accountability, and Sustainability 	<ul style="list-style-type: none"> • Nurse Practitioner • Chief of Public Safety • Dir. Of Residence Life • VP of Student Affairs • Counselors • Faculty • Staff
3. Develop collaborations with appropriate Community Resources	<ul style="list-style-type: none"> ▪ Identification of Community Resources available for students ▪ Promote Community Resource List to Faculty & Staff 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions ▪ Efficiency, Accountability, 	<ul style="list-style-type: none"> • Counselors • IT Staff • Faculty • Staff

Student Affairs – Counseling & Accessibility Services: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
	<ul style="list-style-type: none"> ▪ Post Community Resource List on Counseling web site. ▪ Provide Procedure for DS Accommodations at post-secondary level. 	and Sustainability	<ul style="list-style-type: none"> • Community Agencies, medical & mental health providers

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"> • Provide more efficient service to students by verifying their information in a shorter time frame. 	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> • Global Financial Aid Services • BO
2. Realign Financial Aid Office Responsibilities due to the Verification Outsourcing Project.	<ul style="list-style-type: none"> • Realign job functions to maximize customer service to our students 	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> • BO • SA

Student Affairs - Registrar

Student Affairs – Registrar: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Implement ingress	<ul style="list-style-type: none"> ▪ Complete scheduled training sessions; build required information in Banner; complete required updates in Banner ▪ Launch INGRESS on campus following USG recommended guidelines 	2: Facilitate Important Student Transitions 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> • AA, CS
2. Convert paper student records to electronic format	<ul style="list-style-type: none"> ▪ Identify additional student records to be converted to electronic format ▪ Conversion of records completed by vendor 	5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> ▪ CS, BA, FAC

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"> • Complete revisions and enhancements for online process including application/agreement, online deposit/payment, and brochures/webpage 	2: Facilitate Important Student Transitions 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> • CS • BO • Outside Vendors
2. Enhance campus life programming through club/organization engagement.	<ul style="list-style-type: none"> ▪ Sponsor programs (LANDERS Model) • Host meetings/events in the residence halls 	2: Facilitate Important Student Transitions 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> • STA • AA
3. Conduct assessment of housing roommate matching processes in USG schools.	<ul style="list-style-type: none"> • Enhance roommate matching process through acquisition of software (Please Don't Snore); utilize feedback collected from vendor • Research use of social media resources as a matching mechanism with other USG schools. 	2: Facilitate Important Student Transitions 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> • CS • Outside vendors
4. Implement mini-course refreshers (similar to PODS)	Identify areas of concern and interest for student workers Coordinate and conduct trainings during the semester	2: Facilitate Important Student Transitions 5: Efficiency, Accountability, Sustainability	<ul style="list-style-type: none"> • CS

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"> ▪ All club advisors will be on the same page. They will know the changes that have been implemented. 	5: Efficiency, Accountability, Sustainability.	<ul style="list-style-type: none"> • Word processing. Student activities and club advisors
2. To work with faculty to provide educational activities to students.	<ul style="list-style-type: none"> ▪ Students will learn outside the classroom while doing something "fun". 	5: Efficiency, Accountability, Sustainability.	<ul style="list-style-type: none"> • Faculty, facilities workers,

Student Affairs – Student Activities: Annual Planning Objectives			
Unit Objective	Outcomes	Related Strategic Priority	Collaborators
3. Revise the Student Government Constitution	<ul style="list-style-type: none"> ▪ 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. 	5: Efficiency, Accountability, Sustainability 4: External Relations	<ul style="list-style-type: none"> • Student Activities; SGA members, community service facilitators

Closing the Loop: Follow Through from 2012-2013 Annual Planning

OFFICE OF THE PRESIDENT

Office of the President: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Change college name to Gordon State College	<ul style="list-style-type: none"> ▪ Gordon College is now Gordon State College 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
2. Establish "Strategic Planning Taskforce	<ul style="list-style-type: none"> ▪ Strategic Plan 2013-2018 was presented to faculty and staff 	<ul style="list-style-type: none"> ▪ Use the new priorities to establish annual plans 	<ul style="list-style-type: none"> ▪
3. Establish "Enrollment Management Council"	<ul style="list-style-type: none"> ▪ Council establish and ongoing 	<ul style="list-style-type: none"> ▪ Ongoing 	<ul style="list-style-type: none"> ▪

ACADEMIC AFFAIRS

Academic Affairs: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 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 Admin and (2) Human Services.	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 programs. On the other side of freeze, a proposal for a Human Services major was submitted and is currently under review.	Prepare a response to BOR on Human Services Proposal.	AA: 3

Academic Affairs: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
7. Make decisions about proposal(s) (for majors) to submit in 2013-2014.	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			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 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
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			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 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.

Institutional Advancement(now Academic Affairs) – Institutional Research

Institutional Advancement – Institutional Research: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Hire IR Director	Completed	None	

Academic Affairs - Library

Academic Affairs – Library: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Provide and maintain a full range of technology and resources to support programs.	<ul style="list-style-type: none"> • 568 electronic books were added to the collection in FY 13 • 1325 print books were added to the collection in FY 13 • 6 new database subscriptions were added in FY 14 <ol style="list-style-type: none"> 1. Gale Global Issues in Context 2. Gale Virtual Reference Library 3. Gale Literature Resource Center 4. Gale Opposing Viewpoints in Context 5. Gale U.S. History in Context ▪ Gale World History in Context 	<ul style="list-style-type: none"> • 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. • We continue to participate in the discussion with USG GALILEO decision makers regarding the selection of a Discovery Tool to be added to GALILEO. 	<ul style="list-style-type: none"> • 1,2

Academic Affairs – Library: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
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"> • With the addition of the Discovery Tool, GALILEO searches went from 377,523 in FY12 to 1,966,262 in FY 13. In FY 14 the search total is currently at 2,188,980. • Discovery Tool use has been incorporated in library orientation and research instruction. • Library Research 1101 was offered in Spring FY13, and Fall and Spring of FY 14. • 117 Bibliographic sessions were provided to 2,841 students in FY 13. • 85 Bibliographic sessions have been provided to 1,973 students through March of FY 14. 	<ul style="list-style-type: none"> • We are continually seeking the best and most efficient ways for students, faculty, and staff to access resources. • We would like to enter a discussion to make accessing the library web page more efficient and user friendly. 	<ul style="list-style-type: none"> • 2
3. Increase staff level of knowledge and expertise in online searching.	<ul style="list-style-type: none"> • All staff attended GUGM in FY 13 • All staff attended at least 5 web based training sessions in FY 13 and FY 14. • All staff was trained in the use of the new Discovery Tool. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 1,2,3
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"> • Library Director visited the newly renovated library at the University of West Georgia in FY 13. • Interim Library Director visited renovated library at Columbus State University in FY 13. • Two librarians attended the Designing Libraries Conference at NCSU and toured the renovated Hill Library and the new Hunt Library. • A repository space is being developed with FY 14 year end funds in order to open up 50% of the current library spaces being occupied by the print collection 	<ul style="list-style-type: none"> • Explore alternative use of spaces. • Open spaces to student use by acquiring moveable shelving for bound periodicals. • Convert unused storage areas into useable space. 	<ul style="list-style-type: none"> • 1,2

Academic Affairs – Mathematics & Natural Sciences

Academic Affairs – Mathematics & Natural Sciences: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Reorganize Diagnostic Sonography, Nuclear Medical Technology, and Radiologic Technology under one major: Radiologic Science.	<ul style="list-style-type: none"> ▪ Approvals from Academic Policy Committee, Faculty Senate, and the President were received. ▪ Changes to 2013-2014 College Catalog submitted 	<ul style="list-style-type: none"> • Summer 2012 – verify changes in new catalog • Summer 2012 – Update College website to reflect changes 	<ul style="list-style-type: none"> • Complete reorganization of Radiologic Science major.
2. Increase number of Faculty/Student research mentorships.	<ul style="list-style-type: none"> ▪ President’s Summer Research Initiative Grants increased from three to six 	<ul style="list-style-type: none"> ▪ Summer 2012 – monitor six mentor ships ▪ IC 318 converted to student research lab. 	<ul style="list-style-type: none"> • Increase number of Faculty/Student research mentorships.
3. Increase number of clubs, organizations and/or outside-of-classroom activities for math and science majors.	<ul style="list-style-type: none"> ▪ GAPS (Gordon Association of Professional Students) formed as club students majoring/interested in the health care professions ▪ Tri-Beta (Biology honors club) chartered in April 2012 	<ul style="list-style-type: none"> ▪ Recertify GAPS club each Fall 	<ul style="list-style-type: none"> • Recertify GAPS Club

Academic Affairs – Nursing & Health Sciences

Academic Affairs – Nursing & Health Sciences: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Improve the quality of seminars in all nursing courses.	<p>Course evaluation results continue to be lower than target with an average of 59.8% of students rating the seminars as above average or excellent. Results were taken into consideration with the revision of the ASN curriculum for Fall 2014 and seminars have been eliminated.</p> <p>The average evaluation for effective teaching was 4.21.</p> <p>100% of faculty were rated as evident on the peer evaluation tool.</p>	<p>All ratings were > 4.0 in these areas, which was the benchmark. 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>	Continue to monitor
2. Ensure that at least 70% of students followed by Academic Intervention and Mentoring Coordinator graduate or progress in the program.	<p>Fall 2012 - 94% of returning students improved their grades; 100% of fourth semester students graduated; 50% passed NCLEX-RN on first attempt; 72% of AIM were successful</p> <p>Spring 2013- 54% AIM students improved and retained; 71% passed NCLEX-RN.</p>	<p>Additional student and faculty support needed. Overall AIM has assisted a majority of the program's at risk students and has improved their chances of being successful in and completing the program.</p>	Continue to monitor
3. Track areas of success and deficiency in the nursing program through multiple sources of data.	<p>Curriculum committee tasked with looking at multiple sources of data.</p>	<p>This was moved to the evaluation committee.</p>	Data is still being collected and processed.
4. Develop and implement an HSIA bachelor's program.	<p>Hired coordinator to begin fall 2012 and new courses to begin spring 2013.</p>	<p>Will advertise for a second faculty member. Begin process of accreditation through approving agency.</p>	Continue to develop program
5. Form a committee to investigate the feasibility of a generic BSN program and begin initial planning for a proposal.	<p>Committee was formed.</p>	<p>Hire a consultant to assist with the developing process for Georgia Board of Nursing.</p>	Continue to develop program

Academic Affairs – Teacher Education

Academic Affairs – Teacher Education: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Successfully complete Georgia PSC review for developmental accreditation of secondary programs in English and History.	Gordon State College was granted Developmental approval by the PSC on April 17 th for secondary education programs in English Education and in History Education. The Division received MET 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 2013-2014 academic year.	This idea will be discussed during the 2013-2014 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 2012-2013, there were no GACE scores for any secondary candidates. The data for 2012-2013 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			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Change to third party processing of credit cards to become fully PCI compliant.	<ul style="list-style-type: none"> Went live with Shift4 June 2011 	<ul style="list-style-type: none"> . 	
2. Increase visibility of the bookstore.	<ul style="list-style-type: none"> Joined Facebook November 2011, keeping students informed daily 	<ul style="list-style-type: none"> . 	

Business Affairs – Business Office

Business Affairs – Business Office: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Review, automate and streamline various business office processes such as billing, refunding, and Banner detail.	<ul style="list-style-type: none"> <u>Billing</u> – completed. <u>SponsorPoint</u> is in the development stage very close to being complete. Go live scheduled for July 2012. <u>Refunding of Housing Deposit</u> – partial completion. <u>Dorm Fines</u> have been automated to post directly to TSAAREV - complete. <u>Detail codes</u> have been updated with Priority Codes to increase refunding process - complete. <u>Automation of nightly feed</u> - in development – one step of many complete. 	<ul style="list-style-type: none"> <u>Billing</u> has been implemented in Bill+Payment. E-bills are now generated and sent to students. <u>SponsorPoint</u> provides for online billing for 3rd party contract billing. Reduces paper billing to sponsors while providing access to sponsors to see charges for students they are paying. <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 	<ul style="list-style-type: none"> Bill+Payment – process 1098T's through this application, investigate refunding of Title IV through TouchNet, and investigate possible use of payment plan option. <u>SponsorPoint</u> – go live and slowly bring sponsors into the application. <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. <u>Refunding of excess Title IV funds to students</u> – identify

Business Affairs – Business Office: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
		<p>eliminating excess charging to the TSAAREV. Made reviewing of student accounts cleaner.</p> <ul style="list-style-type: none"> ▪ <u>Dorm Fines</u> were manually being posted to TSAAREV. These have been automated to post directly to TSAAREV - complete. ▪ <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. ▪ <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. 	<p>which manual processes can be automated if possible.</p> <ul style="list-style-type: none"> ▪ <u>Automation of nightly feed</u> – complete next group of steps to automate up to the actual feed process into PeopleSoft.
<p>2. Conversion from hard copy paper documents to online documents.</p>	<ul style="list-style-type: none"> ▪ One-fourth of completion 	<ul style="list-style-type: none"> ▪ Extender has been provided on computer in Business Office as well as a scanner. ▪ Document types have been identified with several developed and utilized. ▪ Many documents linked to Banner have already been scanned and indexed. ▪ 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.) 	<ul style="list-style-type: none"> ▪ Continue with creation of document types with Computer Services and scanning and indexing documents through the summer.

Business Affairs – Computer Services

Business Affairs – Computer Services: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
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

Business Affairs – Controller: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
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			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
<p>1. Enhance the facilities and grounds of the institution.</p>	<ul style="list-style-type: none"> • Academic Supplemental A/C • Basketball Court constructed • I-10 Biology Lab renovated • Campus signage • Smith Hall Renovation • Smith Asbestos Abate. • Melton Hall Int. Painting • SC Renovations • Lambdin Hall Quadrangle • Wall pack lights & installation • Tobacco free signage • Handrails for SC Addition • Lower brick columns • Paint SC Foundation Room • (20) 70W lamps & poles • Demo 400W; install 3 on 3/arm; replace lights 7 poles • Install gas logs Alumni Apartment • Business Office Renovations • 100 watt MH shoe box fit • Dress up SC Hill Area • Irrigation Spencer Street house • J-139 Nursing Plaque • I-10 Handrails • Pad & wall around meter at Library • F&I steel entry doors • Install 5 wall pack light fixture • Install 2 – 400W lights • Outside It gym; basketball area, wire for bull horns • 3 pole lights-LH & tunnel; wall pack at Library • Replace valves, sand filter @ pool • Replace boiler – pool area • I-10 Carpet Installation • Paint misc. areas/campus; 59 doors @ Academic • Smith Hall Transformer • I-10 Controls Retrofit 	<p>100% complete</p>	

Business Affairs – Human Resources

Business Affairs – Human Resources: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Implement Title IX.	<ul style="list-style-type: none"> ▪ Partially met 	<ul style="list-style-type: none"> ▪ 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. 	
2. Update Affirmative Action Plan to comply with current federal guidelines and institutional goals.	<ul style="list-style-type: none"> ▪ Unmet 	<ul style="list-style-type: none"> ▪ 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.” 	<ul style="list-style-type: none"> ▪
3. Implement Manager Self Service in ADP.	<ul style="list-style-type: none"> ▪ Partially met 	<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪

Business Affairs – Public Safety

Business Affairs – Public Safety: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Develop a true emergency capable dispatch system.	<ul style="list-style-type: none"> ▪ Met – LCSO operates a radio through their dispatch center after business hours 	<ul style="list-style-type: none"> ▪ 	
2. Develop a Field Training Program for newly hired police personnel.	<ul style="list-style-type: none"> ▪ Met – Newly hired officers are trained by our supervisors on both police practices and campus responsibilities unique to Gordon State College. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
3. Change current radio system to FCC required 12.5 kw bandwidth.	<ul style="list-style-type: none"> ▪ Partially met 	<ul style="list-style-type: none"> ▪ Licensing changes have been made. Radios will be changed in July 2012 along with the LCSO. 	<ul style="list-style-type: none"> ▪

Institutional Advancement

Institutional Advancement – Alumni Relations

Institutional Advancement – Alumni Relations: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Digitize all yearbooks for archives.	Completed	Files are currently being uploaded to Flickr account. A hyperlink will connect the files to the Alumni webpage.	n/a
2. Establish 2012 graduate giving program.	Completed	Special annual giving appeal letter sent to recent graduates. Will be done each year.	#5
3. Establish procedures for handling donations of artifacts.	Completed	A Gordon Archives Donation Form was created. This form ensures that the necessary information is collected, gift-in-kind receipt is sent, and items are routed to proper location.	n/s
4. Develop more interactions with the athletic department for reunions and fundraising.	Completed	Held reunions for 2 sports and assisted with Highlander Athletic Club. Initiated a data collection system for athletic participation to be recorded in Banner.	#1

Institutional Advancement – Community Education

Institutional Advancement – Community Education: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Expanded marketing strategies	Completed	Increased usage of social media for marketing and updates. Gave presentations at Staff Council meetings. Participated in vendor fairs and other community	#1

Institutional Advancement – Community Education: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
		events.	
2. Reduce costs to improve self-sufficiency	Completed	Utilized new format for catalogs which reduced printing and mailing costs,	#1

Institutional Advancement - Development

Institutional Advancement – Development: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Increase trustee involvement in fundraising.	<ul style="list-style-type: none"> ▪ Retreat held Fall 2011 with working group to address trustee responsibilities 	<ul style="list-style-type: none"> ▪ Ongoing 	
2. Secure funding for the military memorial.	Deadline for fundraising set for December 2013 with plans to construct with funds donated to date	<ul style="list-style-type: none"> ▪ Ongoing 	

Institutional Advancement – Marketing

Institutional Advancement – Marketing: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Identify vendor to conduct market study in order to better define messaging for continued expansion as baccalaureate degree granting college.	Completed	The Shapiro Group was contracted to complete a market study. The report results were used to improve marketing efforts.	#1

Institutional Advancement – Public Information

Institutional Advancement – Public Information: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Develop expert list of faculty/staff – shop the list to area media	Attempted with imperfect results	Placed on hold	

STUDENT AFFAIRS

Student Affairs - Admissions

Student Affairs – Admissions: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Increase incoming student academic profile.	<ul style="list-style-type: none"> Fall '12 Applicants have the following increases compared to Fall '11: FI +66, GPA +.06, SATV +19.7, SATM +21.9. 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> ADM - 1
2. Cross-train counselors and specialists.	<ul style="list-style-type: none"> Counselors and specialists, while not completely interchangeable, have an excellent working knowledge of both positions. 	<ul style="list-style-type: none"> Implemented 	<ul style="list-style-type: none"> N/A
3. Participate in PROBE fairs including Transfer PROBE fairs.	<ul style="list-style-type: none"> Attended every PROBE fair and counselor workshop. Hosted PROBE fair at Stonecrest Mall 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> ADM - 2
4. Expand high school counselor network.	<ul style="list-style-type: none"> Hosted very successful counselor luncheon with approximately 55 attendees. Admissions counselors held approximately 300 meetings with high school counselors 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> ADM - 3

Student Affairs - Athletics

Student Affairs – Athletics: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Strengthen academic component by developing a monitored learning environment for all at-risk student-athletes.	<ul style="list-style-type: none"> ▪ Ongoing 	<ul style="list-style-type: none"> ▪ Meet with Student Success Director Peter Higgins to define standards and best practices for maintaining productive study sessions for student-athletes. 	SA/ATH: 1
2. Identify and honor past student-athletes and/or team performances.	<ul style="list-style-type: none"> ▪ Ongoing 	<ul style="list-style-type: none"> ▪ Plan an anniversary event/ceremony and invite former players/coaches from 1991 (men's basketball conference champions) along with the 2012-2013 (MBB region champions) team honoring the accomplishments of both squads. 	<ul style="list-style-type: none"> ▪
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"> ▪ Ongoing 	<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪

Student Affairs - Counseling

Student Affairs – Counseling & Accessibility Services: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
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 Center website.	•	•	▪

Student Affairs – Financial Aid

Student Affairs – Financial Aid: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 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			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Implement DegreeWorks	<ul style="list-style-type: none"> ▪ Moved Degree Works into Production database January, 2013 	Held Degree Works training sessions for faculty and students spring semester 2013.	
2. Convert paper student records to electronic format.	Secured vendor – Advanced Data Solutions, Inc.	<p>Created manifest of student records</p> <p>Transferred records to vendor for conversion</p> <p>Received electronic records from vendor</p>	

Student Affairs – Residence Life

Student Affairs – Residence Life: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Enhance Housing Process/Application Layout (tutorial).	Ongoing	<ul style="list-style-type: none"> ▪ Launched April 10, 2012 ▪ Review and revision process will be done on an annual basis 	<ul style="list-style-type: none"> ▪ Provide/incorporate additional assistance/instruction for completing housing forms properly; utilize survey for applicant feedback
2. Enhance campus life programming through club/ organization engagement.	<ul style="list-style-type: none"> ▪ Ongoing 	<ul style="list-style-type: none"> ▪ Invited campus clubs and organizations to host programs/ sessions in the residence hall areas ▪ Worked with clubs/ organizations on semester calendar of events 	<ul style="list-style-type: none"> ▪ Enhance campus life programming through club/organization engagement.
3. Conduct assessment of housing roommate matching processes in USG schools.	<ul style="list-style-type: none"> ▪ Ongoing 	<ul style="list-style-type: none"> ▪ Established/Incorporated social media department page for communication with residents regarding residence life issues 	<ul style="list-style-type: none"> ▪ Conduct assessment of housing roommate matching processes in USG schools.

Student Affairs – Student Activities

Student Affairs – Student Activities: Closing the Loop			
2012-2013 Objective	Status	Follow-through	Related 2013-2014 Objective
1. Increase student participation in activities by 10%.	<ul style="list-style-type: none"> ▪ As of 4/24/12 there were a total of 13701. **Not all event participants have been accounted for. 	Will get with the departments on campus to get their participant numbers for their events.	<ul style="list-style-type: none"> ▪
2. Make students more aware of the Student Government Association.	<ul style="list-style-type: none"> ▪ Have made available exam blue books for students; local fax machine services, and had a huge push for the officer election for the 2013-2014 academic year 	Implemented in spring 2012 and as of April 24 th there has been 400 blue books given out.	<ul style="list-style-type: none"> ▪
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"> ▪ Held the mystery dinner during the October fest. This event allowed students and staff to mix and mingle creating a fun atmosphere. 	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"> ▪
4. Sponsor at least one academic based event per semester.	<ul style="list-style-type: none"> ▪ Fall – Civility Speaker ▪ Spring – Spoken Word Poets 	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"> ▪