

2022-2023
Unit Annual Report
Division of Academic Affairs
Unit: Registrar's Office

I Mission and Goal/Outcomes Statement:

Provide overall Mission/Goal Statement for your unit.

As a member of Academic Affairs, the Registrar's Office's primary mission is to support the education of Fitchburg State University students and to protect the integrity of the Fitchburg State University degree. The Registrar's Office is responsible for maintaining the accuracy and integrity of all student academic records, for both graduate and undergraduate students, including, but not limited to, registration, transcripts, enrollment statistics and verifications, major/minor changes, veteran status and support, degree evaluations, transfer course equivalencies and clearing students for graduation and awarding degrees. Located in the Anthony building, the constituents served by this office are students, faculty and staff.

II Personnel:

List all staff and note all personnel changes that occurred during 22-23.

<u>Name</u>	<u>Position</u>
Barbara Cormier	University Registrar
Jennifer Jimenez	Assistant Registrar
Victoria Kastal	Administrative Assistant II
Mark LeBlanc	Senior Associate Registrar
Tammy Soucie-Burke	Assistant Registrar
Grace Soultanian*	Administrative Assistant II
Christine Sprague	Clerk (non-benefitted)
Alyssa Stevens	Administrative Assistant II

* hired in February 2023

III Facilities/Equipment:

List any new facilities/equipment/software etc. acquired during 22-23.

College Scheduler

IV Budget Expenditure Analysis:

Was the budget expended as planned? Were additions/changes made, and if so, explain.

Yes

V Programs/Activities:

List major campus activities, events etc. that the office participated in/supported; committees served; community outreach; etc. List events provided to current and prospective students. Also, provide professional development of all staff.

- Event participation/attendance
 - December commencement – Barbara, Jennifer, Mark, Tammy
 - May undergrad commencement – Alyssa, Barbara, Christine, Jennifer, Mark, Tammy, Victoria
 - May grad commencement – Alyssa, Barbara, Jennifer, Mark, Tammy
 - Admissions Transfer Days – Jennifer (3 days), Tammy (1 day), Grace (1 day)
- Presentations at orientation for Web4 and Degree Works – Mark and Barbara
- Presentations/trainings on College Scheduler - Barbara
- Conference Attendance
 - NEACRAO November 2022 – Mark and Barbara
 - Ellucian Live March 2023 – Mark and Barbara
- Registration assistance
 - Early College registration event
 - Orientation
- Committee participation
 - AUC – Curriculum Committee – Barbara
 - Commencement Committee – Mark and Barbara
 - Data Integrity Committee - Mark
 - OER Course Marking committee – Mark and Barbara
 - Search Committee: Administrative Assistant II (1 position) – Mark and Barbara
 - Student Success Task Force (Stop out group): Policy Review committee – Barbara
 - Student Transfer Task Force – Barbara
 - Veteran Advisory Group – Jennifer
- Professional Development
 - Enrollment Manager (replacement of VA Once) – Jennifer
 - Parchment

VI Action Plan for 2022-23:

(Insert your 22-23 Action Plan from last year's report)

Planned Initiatives for 2022-23 Add more rows as needed	Associated Strategic Plan Goal & Strategy Goal # followed by Strategy # ex: 3.2	Indicate if a DEI initiative
Faculty Load and Compensation (FLAC)	4.7, 6.1, 6.6	
Dynamic Forms	2.2, 2.4, 4.7	
Registrar Webpage	2.2, 2.4	

OER Course Marking	2.1	X
Registrar Office process calendar	2.2, 2.4	
Transfer review and communication	2.4	
Development and Implementation of Registrar FAQ page	2.2, 2.4	
College Scheduler	2.1, 2.2, 2.4, 4.4, 4.7	

VII Assessment Report for 2022-23

Were the Action Plan objectives met? Provide in list or table format that parallels item VI above.

Planned Initiatives for 2022-23 Add more rows as needed	Associated Strategic Plan Goal & Strategy Goal # followed by Strategy # ex: 3.2	Assessment
Faculty Load and Compensation (FLAC)	4.7, 6.1, 6.6	No additional work has been done on this initiative. Unclear on future plans.
Dynamic Forms	2.2, 2.4, 4.7	This is ongoing work that progressed throughout the year
Registrar Webpage	2.2, 2.4	This is ongoing work. Updates were made to improve navigation and make needed information more readily accessible. Worked with SGOCE to consolidate information found on both webpages.
OER Course Marking	2.1	Work paused for College Scheduler implementation as this would impact the searchability of OER courses, and for a sabbatical of a critical member of the OER team.
Registrar Office process calendar	2.2, 2.4	Summer tends to be the busiest season the office with two graduations, transfer evaluations, preregistration and curriculum implementation. Some changes were made in the curriculum

		process to ease some of the summer burden.
Transfer review and communication	2.4	Some minor changes were made to the communication that is sent to transfer students but more significant work has not yet been done as we were down the transfer position for several months.
Development and Implementation of Registrar FAQ page	2.2, 2.4	This work was done and posted in Fall 2022 however as processes change and different questions arise, this is ongoing work.
College Scheduler	2.1, 2.2, 2.4, 4.4, 4.7	College Scheduler went live for day students and advisors on 3/13/23 and SGOCE students and advisors on 4/28/23. It has yet to be released to our Extended Campus students as there are currently some challenges with College Scheduler working with the way Extended Campus courses are built in Banner. We are working with Civitas to address the challenges. This tool has also been a tremendous help for the preregistration process managed by our office for the incoming class. Overall feedback of College Scheduler has been very positive.

VIII Other Accomplishments:

List accomplishments not already captured above.

Implementation of College Scheduler has also made some significant changes to the pre-registration process in the Registrar’s Office and has opened the door for potential changes to Orientation as relates to advising and registration.

IX Action Plan 2023-2024:

Planned Initiatives for 2023-24 Add more rows as needed	Associated Strategic Plan Goal & Strategy Goal # followed by Strategy # ex: 3.2	Indicate if a DEI initiative
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QuickStart Replacement	2.4, 4.7, 5.4, 6.6	
Curriculum Management Software	4.4, 4.5, 4.7, 5.3, 5.6, 6.2, 6.6	
Faculty Load and Compensation (FLAC)	4.7, 6.1, 6.6	
OER Course Marking	2.1	X
EMS Classroom Scheduling – update classroom features process	4.7, 6.6	
Transfer Review and Communication	2.4	
Registrar Webpage	2.2, 2.4	
Dynamic Forms	2.2, 2.4, 4.7	

Updates to the Action Plan may be submitted via a revised Annual Report.

X Reflection:

Take this section to reflect on--

1) *Initiatives that you may be considering for 23-24 academic year that you did not already capture above.*

Part of the process of looking at a curriculum management solution is to take a step back and look at catalog software as well. Regardless of how this proceeds, the Registrar’s Office has begun the work of curriculum clean up in Banner.

2.) *Anything else not captured in this report that you would like to share.*