

**Administrative Area**  
**Administrative Computing**  
**2004 - 2005**

GOAL 1. Make student transcript records available online.

Objective	Assessment Criteria	Responsibility	Timeline	Resources	TVCC Goal
1. Restore history files and reformat to allow transfer to new system. 2. Modify data files to include all fields necessary to implement the changes. 3. Modify programs to manipulate data in manner necessary to implement the changes.	1. By Fall 2004, we should have all history records reformatted so that they can be moved to the new system. 2. By Summer 2005, transcript records should be available for online viewing, showing academic progress. 3. By Summer 2005, transcript records should be available for online viewing, showing financial aid progress. 4. By consultation with the Dean of Enrollment Management and Director of Financial Services, determine if all aspects of the new transcript system are functioning properly.	1. Dean of Administrative Computing 2. Programmer / Analyst	1. Sept. 2004 – August 2004		9. Enhance the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, teaching, and decision making.

✓ Results of Assessment	Describe Impact of Assessment Findings
✓ Fully Attained	<ul style="list-style-type: none"> <li>• Objective 1 was fully attained in December 2004.</li> <li>• Objective 2 was fully attained in May 2005.</li> <li>• Objective 3 was fully attained in May 2005.</li> <li>• <b>Goal 1 was fully attained in May 2005. Providing online access to transcript records put in place a system which allows student-support areas of the college to enhance their decision making processes, thereby improving the ability of those offices to aid the student in their learning endeavors.</b></li> </ul>

GOAL 2. Provide automatic evaluation of student's degree plan through utilization of transcript system.

Objective	Assessment Criteria	Responsibility	Timeline	Resources	TVCC Goal
1. Modify programs to manipulate data in manner necessary to implement the changes. 2. Make the registration process more efficient and thereby a more pleasant experience for the students.	1. By Summer 1 2004 semester, we should be able to automatically evaluate a student's progress towards their course of study (on their degree plan). 2. By consultation with the Dean of Enrollment Management, verify that the degree plan process is smoother and more efficient for both the student and the Guidance Office.	1. Dean of Administrative Computing 2. Programmer / Analyst	1. January 2005 – August 2005		9. Enhance the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, teaching, and decision making.

✓ Results of Assessment      Describe Impact of Assessment Findings

✓	Fully Attained	<ul style="list-style-type: none"> <li>Objective 1 was fully attained in July 2005.</li> <li>Objective 2 was fully attained in July 2005.</li> <li><b>Goal 1 was fully attained in July 2005. Providing automatic evaluation of a student's degree plan (through utilization of online transcript system) allowed the advisement process to improve dramatically. Advisors were better able to help the students make decisions as to what courses in which they should enroll...in a more efficient, timely manner. The process eased some of the burden of advisement, as well as increasing student chances of excelling in their learning environment.</b></li> </ul>
	Partially Attained	
	Not Attained	

GOAL 3. Dramatically reduce paper usage by providing output in PDF (Adobe) format.

Objective	Assessment Criteria	Responsibility	Timeline	Resources	TVCC Goal
1. Modify programs to manipulate data in manner necessary to implement the changes. 2. Reduce paper costs and increase efficiency by providing output in electronic format.	1. By Summer 2005, large print jobs (e.g. Budget) should be converted predominantly to PDF format. 2. Through consultation with President, Vice-President, Deans and Directors of various areas, determine that this electronic format is a more efficient way to provide information.	1. Dean of Administrative Computing 2. Programmer / Analyst	1. January 2005 – July 2005	1. InfoPrint software (IBM product)	9. Enhance the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, teaching, and decision making.

✓ Results of Assessment	Describe Impact of Assessment Findings
✓ Fully Attained	<ul style="list-style-type: none"> <li>Objective 1 was fully attained in July 2005.</li> <li>Objective 2 was fully attained in July 2005.</li> <li><b>Goal 1 was fully attained in July 2005. The ability to provide reports to administration and faculty had a dramatic impact in the decision making processes. The ability to electronically search and scroll through documents (rather than wade through mounds of paper) allowed both administration and faculty to make better and more timely decisions about student s, hence improving the entire learning environment of the institution.</b></li> </ul>
Partially Attained	
Not Attained	