

2024-2025
Unit Annual Report
Division of Academic Affairs
Unit: Registrar's Office

Please submit by June 1st to the AVP for Institutional Research & Planning

I Mission and Goal/Outcomes Statement:

Provide overall Mission/Goal Statement for your unit.

The Registrar's Office plays a vital role in advancing the university's mission by ensuring the integrity, accuracy, and confidentiality of student academic records. Through exceptional service and support, we are dedicated to fostering a student-centered experience while upholding equitable and consistent application of policies for our diverse community.

II Personnel:

List all staff and note all personnel changes that occurred during 24-25.

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

III Facilities/Equipment:

List any new facilities/equipment/software etc. acquired during 24-25.

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 – Alyssa, Barbara, Jennifer, Mark, Tammy, Victoria
 - May undergrad commencement – Alyssa, Amy, Barbara, Christine, Jennifer, Mark, Tammy, Victoria

- May grad commencement – Alyssa, Amy, Barbara, Jennifer, Mark, Tammy
- Admissions Transfer Days – Jennifer (4 days)
- Scholarship Awards Ceremony – Mark
- Veteran’s Day - Jennifer
- Presentations at orientation for College Scheduler and Degree Works – Barbara
- Presentations/trainings on College Scheduler - Barbara
- Conference Attendance
 - NEACRAO November 2024 – Mark and Barbara
 - Ellucian Live April 2025 – Mark and Barbara
 - Veteran Affairs for Dept of Ed SCO - Jennifer
- Registration assistance
 - Early College registration event
 - Orientation
 - International Orientation
- Committee participation
 - AUC – Curriculum Committee – Barbara
 - Commencement Committee – Mark and Barbara
 - Data Integrity Committee – Mark
 - Emergency Management Team – Mark
 - Grad Council – Barbara, Mark (sub)
 - Search Committee: Administrative Assistant II for Registrar’s Office – Mark, Tammy
 - Search Committee: SGOCE Director of Operations – Barbara
 - Student Success Task Force – Barbara
 - Student Transfer Task Force – Barbara, Jennifer
 - Mass Transfer Group - Jennifer
 - Veteran Advisory Group – Jennifer
- Work groups
 - FVT/GE – Barbara, Mark
- Professional Development
 - Ask the FERPA Professor AACRAO webinar – Barbara
 - NEACRAO Board Member – Alyssa, Barbara
 - Crisis Management Affecting Institutions of Higher Education: A Collaborative Community Approach - Mark

VI Action Plan for 2024-25:

(Insert your 24-25 Action Plan from last year’s report)

Planned Initiatives for 2024-25 Add more rows as needed	Associated Strategic Plan Goal & Strategy Goal # followed by Strategy # ex: 3.2	Indicate if a DEI initiative
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	

VII Assessment Report for 2024-25

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

Planned Initiatives for 2024-25 Add more rows as needed	Associated Strategic Plan Goal & Strategy Goal # followed by Strategy # ex: 3.2	Assessment
QuickStart Replacement	2.4, 4.7, 5.4, 6.6	Completely implemented successfully.
Curriculum Management Software	4.4, 4.5, 4.7, 5.3, 5.6, 6.2, 6.6	Unsuccessful
Faculty Load and Compensation (FLAC)	4.7, 6.1, 6.6	No further progress made.
OER Course Marking	2.1	Submitted proposal to AUC.

EMS Classroom Scheduling – update classroom features process	4.7, 6.6	No further progress made. Waiting on faculty.
Transfer Review and Communication	2.4	Some process improvements made
Registrar Webpage	2.2, 2.4	Updates made with changeover from Web4 to MyFalcon.
Dynamic Forms	2.2, 2.4, 4.7	No real progress made.

VIII Other Accomplishments:

List accomplishments not already captured above.

New Google sheet system rolled out for AY26 that is a substantial improvement over AY25’s version.

Rebuilt 160 new courses from AUC course number changes from several departments in AY25. Currently working on catalog and Degree Works updates.

IX Action Plan 2025-2026:

Planned Initiatives for 2025-26 Add more rows as needed	Associated Strategic Plan Goal & Strategy Goal # followed by Strategy # ex: 3.2 Or NECHE Projection	Indicate if a DEI initiative
Curriculum Management software	4.4, 4.5, 4.7, 5.3, 5.6, 6.2, 6.6	
Scheduling software to replace EMS	4.4, 4.7, 5.3, 5.4, 5.6, 6.6	

Complete College Scheduler implementation for Extended Campus & Center for Professional Studies (including webpage updates)	4.7, 5.4, 6.6	
Software to assist with transfer evaluation.	4.4, 4.7, 5.3, 5.4, 5.6, 6.6	

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 25-26 academic year that you did not already capture above.*
- 2.) *Anything else not captured in this report that you would like to share.*