Program Summary

Task Force: A high level of buy-in from other entities is required for this unit to function at its fullest potential. The unit has a keen awareness of what needs to be accomplished, but requires system (IPFW IT and Purdue IT) wide buy-in and collaboration to be successful.

Thank you for the time and effort you put forth in your report. Through the USAP process, we are working to create a culture of continuous improvement; setting specific and measurable goals is an important step in the process of moving IPFW toward this culture of improvement. Part of this effort is getting individuals and units at IPFW to think differently about planning and the future. The work of the Registrar’s Office is critical to IPFW and we greatly appreciate the time you spent on this significant endeavor. Thank you again for being part of this important initiative.

Criterion: #1: Mission - How does your unit support the mission of the university? This may include your mission and vision statements. (no more than 200 words)

Question: Mission - How does your unit support the mission of the university? This may include your mission and vision statements. (no more than 200 words)

The IPFW Office of the Registrar is dedicated to working in partnership with IU and Purdue to accurately maintain the integrity of the student academic record. In fulfilling this mission, we are committed to providing professional services ethically, reliably and efficiently, striving for continual improvement by focusing on the needs of the university and its constituents. Services provided include: Academic record creation and maintenance, protecting the confidentiality of student academic records, issuing academic transcripts, student enrollment certification, course record management, classroom and space utilization, degree processing and diploma distribution, final exam scheduling, publication of the schedule of classes and university bulletins, student registration management, grade processing, monitoring academic and administrative policies, monitoring NCAA academic progress requirements, course information system design and operation, student information system training, dissemination of accurate, timely information and service on university committees.

Criterion: #2: Accomplishments - Please list significant accomplishments from the last three years as they align with Plan 2020 goals

Question: I. Foster Student Success - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area I: Foster student success.
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- Implemented midterm grade functionality via myIPFW. Faculty have the option of submitting midterm grades for students in full-term classes. The grades are viewable to students in the "Student Grades" channel of the academics tab.
- Launched the Degree Audit Advisory Committee (DAAC) which is composed of an associate registrar, two business analysts and 10 college representatives. This team, along with IT Services, implemented Degree Works software, a degree audit tool, beginning in September 2012. In April 2013, the team released this tool under the name myBLUEprint to campus advisors, followed by the launch to all students in June 2013. myBLUEprint allows students to not only monitor their degree progress, but also allows the creation of academic term-by-term plans to achieve on time graduation. DAAC continues to oversee and update myBLUEprint, which now involves approximately one day a week for all members.
- Incorporated session codes in the schedule of classes (Day, Evening, Weekend) which enhances course registration to help meet the demands of our students busy life schedules.
- Implemented academic standing (probation and dismissal) business processes and student notification which provided for consistency in policy campus wide.
- Established the Military Student Services office to assist our student soldier population with integration into higher education.

Question: II. Creation of Knowledge - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area II: Promote the Creation, Integration, and Application of Knowledge.

N/A

Question: III. Regional Hub - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area III: Serve as a Regional Intellectual, Cultural, and Economic Hub for Global Competitiveness.

N/A

Question: IV. - Create a Stronger Univ - Please list significant accomplishments from the last three years as they align with Plan 2020 goal area IV: Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization.

- Implemented IU official electronic transcript service option to students. Paper and .pdf etranscripts may now be provided upon student request.
- Implemented IU electronic course form submission process. IU academic units may now submit and track new course and course change requests using the CARMIN system which is accessible via myIPFW.
- Implemented student self-service enrollment certifications from the National Student Clearinghouse via myIPFW. Students may now request, print or save a .pdf copy of an enrollment certification which can be used for scholarship applications or to insurance providers.

Question: Other Accomplishments - Please list any other significant accomplishments from the last three years that do not align with Plan 2020.

Criterion: #3: Accreditations - Program specific accreditation and status
**Question:** Accreditations - What program-specific accreditations and status do you have, if any?

N/A

**Question:** Constraints/Benefits - How do these accreditations constrain or benefit the work of your unit, if applicable?

**Criterion:** #4: Laws and Mandates - Federal and state laws or mandates that your unit addresses

**Question:** Federal and State Laws - What federal and/or state laws or mandates do you address, if any?

- **FERPA** - (Family Education Rights and Privacy Act)
- **Title IX** - Sexual Violence training for new students
- **HEA 1348-2013** (Degree Map and Free Course Guarantee) requires all public colleges provide degree maps to all new first-time full-time students beginning Fall 2014. The law also provides a course-scheduling guarantee to these students; if a course on a student's degree map for a particular semester is not offered or is full, the institution must provide the course for free in a future semester unless it provides a revised degree map which does not delay graduation.
- **Gramm Leach Bliley Act (GLBA)** requires financial institutions – companies that offer consumers financial products or services like loans, financial or investment advice, or insurance – to explain their information-sharing practices to their customers and to safeguard sensitive data.
- **Payment Card Industry Data Security Standards (PCI-DSS)** is a security standard that serves to protect cardholder information from the various imminent harms.
- **Indiana Senate Enrolled Act 182-2012**, the Statewide Transfer General Education Core (STGEC) enables a student who satisfactorily completes an approved program of general education in any one of those institutions to transfer that coursework to any other state educational institution as a block of 30 credit hours towards the general education core requirement.
- **Indiana SSN and Security Breach Legislation** - Release of SSN (Indiana Code 4-1-10) and Notice of Security Breach (Indiana Code 4-1-11)

**Question:** Constraints/Benefits - How do these federal and state laws or mandates constrain or benefit the work of your unit?
FERPA - Since the university does not have an annual business process which requires end users to review the requirements of the law and take a tutorial, IPFW is at risk of a FERPA violation. If the university implemented the Banner functionality called "Parent Proxy", faculty and staff would be able to more freely discuss student information of students who have granted access to information.

Title IX - Sexual violence training is now required of all new students who enter IPFW beginning Fall 2014. The only "carrot" we have to require this online training is to prevent registration for the next term by placing a hold on a student's record for failure to comply. The hold has a negative impact on enrollment and causes confrontations with staff and the students who don't understand or who do not want to comply with the law.

HEA 1348-2013 - (Degree Map and Free Course Guarantee Law) - The benefits of the law is that beginning Fall 2014 every first-time full-time student should have a clear accessible plan to graduating in four years and a tool to monitor progress to degree (myBLUEprint) and/or make changes as progress occurs. The law also holds the university accountable to offer the courses a student needs to graduate in a timely manner or provide the course for free if the student is required to delay graduation. The constraints of the law include the unknown amount of time and resources which are now required to monitor student progress along with the unforeseeable circumstances which may prevent the university from offering a course (faculty availability, low enrollment of a course, etc.).

Payment Card Industry Data Security Standards (PCI-DSS) - The registrar's office currently collects credit card numbers on paper transcript requests which are shared with the bursar's office for processing. Because this data is collected on a paper form, the constraints of secure storage are a risk. However, due to the "split" academic record between IU and Purdue, there is no easy answer to this problem.

Indiana Senate Enrolled Act 182-2012, the Statewide Transfer General Education Core (STGEC). Effective Fall 2013, if a student completes an identified general education core of 30 credits at a public institution in the state, all public institutions must recognize completion of the core and cannot require the student to complete another institution's gen ed core. This law is a benefit to students who intentionally or unintentionally transfer between public institutions. However, monitoring, tracking and transcripting students who complete the core has been a constraint on time and staffing resources.

Indiana SSN and Security Breach Legistration - The benefit of the law has been the increased awareness to protect the SSN by not requesting or utilizing it to identify a record. The constraint of the law is the same. In relation to the academic record, sometimes the SSN is the only sure way to locate a record and for the IPFW campus this is a complex problem as students sometimes attend multiple campuses of IU and Purdue.

**Criterion:** #5: Inefficiencies - Activities that you spend resources on inefficiently or in ways that do not support the mission.

**Question:** Inefficient use of resources - On what activities, if any, do you spend resources (money, time, people, etc.) inefficiently or in ways that do not support the mission of your unit or the university? List as many as apply.

1. The continued use of paper files and forms for the majority of transactional business processes and storage of same.
2. Grade changes and the challenge of updating the student academic record in up to THREE student record systems (IPFW Banner, WL Banner and IU-Peoplesoft)
3. Access to SPAIDEN on WL Banner - updating SSN, DOB, Names, the One Student One Record (OSOR) data transmission does not necessarily update data. Direct update access is granted to IPFW in IU Peoplesoft - for example the confirming of degrees (name discrepancies).
4. Sending one transcript. Since many students change majors multiple times and have attended other campuses of IU and/or Purdue, the registrar's office must sometimes provide both the IU
The following two items indirectly involve the registrar's office, but are inefficiencies for academic units across campus. These items are being listed just in case academic units fail to do so in their USAP reports.

• Student classification updates (Freshman, Sophomore, Junior, Senior) are handled manually each semester which is extremely time consuming and errors occur frequently which impacts student's financial aid eligibility. This was necessary in the past because the IPFW campus did not have complete academic history for students who attended other IU and PU campuses. This is no longer true. The Banner student system has a process which can be turned on which will automatically determine student classification based on earned hours. When attempts to
implement this functionality have been tried in the past, one department on campus objected
based on a claim of accreditation requirements to classify students based on completion of
program earned hours rather than cumulative earned hours.

- Degree Certifications are decentralized to the academic units across campus. Decentralization
was required in the past because IPFW did not have all academic history for IU and PU in the
student system, this is no longer true. This decentralization has caused issues with NCAA
eligibility and the consistent application of academic policy.

**Criterion:** #6: IR and Budget Review - Review of your department profile and budget

**Question:** Contextualize IR data - Upon review of your IR Department Profile (for academic units)
and FY 14-15 Budget information, are there any data you want to correct or
contextualize? To view your profile or budget visit the Office of Institutional
Effectiveness website: http://www.ipfw.edu/offices/ir/profiles/

N/A - as of 12/3/2014 the registrar’s office budget information was not available.

**Criterion:** #7: Goal One - In this criterion, you will identify your unit goals and tell us
how they align to Plan 2020, how they are measured, and what resources
you need to meet them.

**Task Force:**
1. Comment on the specificity of the goal:

The goal is very specific.

2. Comment on the goal's measures:

The metrics /method of measurement was unclear.

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):

The variables of needing external support from IT and an additional staff position as well as buy-in from the campus community may make it difficult.

4. Comment on the goal's relevance:

The goals are highly relevant to reducing institutional inefficiencies.

5. Comment on the timeline of the goal:

The way the timeline is broken down makes it seem reasonable however it is determinate of external variables.

Possible opportunities for collaboration or suggestions for addressing a gap:

IT Services.

**Question:** Unit Goal - What is your unit goal?

Implement and support systems which allow students to easily find information about courses and easily enroll in the courses needed to progress to degree completion. (Addresses Inefficiency #5 and 20)

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

IV. Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization

IV.B. Process Goal: Efficiency

IV.B.3. Eliminate process barriers in enrollment management that impact student achievement

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

High priority

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?
Implement one public schedule of classes for IPFW and Division of Continuing Studies
- Activate the Banner delivered Public Schedule of classes in a test environment
- Set-up and test all search functionality in the schedule
- Release Banner Schedule of classes to production environment and re-direct all current links to new site.

Implement Acalog Mobile Application for the IPFW Bulletins
- IT provide specified application URL to Acalog to activate mobile application. This includes set up of CNAME DNS record for the URL which points to the Acalog gateway address bulletin.ipfw.edu

Implement UniTime Room Scheduling Software to increase class room scheduling and space efficiency. UniTime is open source software used by West Lafayette, North Central, and several universities in England, Australia, and elsewhere.
- Install UniTime software to a Banner test system
- Set-up software to align with IPFW room use requirements
- Test software based on multiple scheduling scenarios
- Implement UniTime in the Banner production system

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

No

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?
Initially, IT resources of time and technical knowledge are needed to implement one public schedule of classes and the mobile app for the IPFW bulletins. SIS business analyst support will be needed on an on-going basis to support this initiative. As long as we continue to "plug-in" software systems to the Banner student system, staff support is needed for upgrades and maintenance.

In order to implement a comprehensive room scheduling software, IT time and technical knowledge is required along with financial support for purchase of the software, training, and on-going staff (SIS business analyst) support for upgrades and maintenance. UniTime software is free to download; however, there is no such thing as a "free lunch". The costs incurred involve server resources and IT support.

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

- To implement the schedule of classes, we will need agreement from the campus community to adopt the Banner delivered product
- To implement the mobile app for the bulletin, IT needs to provide the URL to Acalog
- To implement a room scheduling software, consensus must be gained across all academic units to maximize and utilize space efficiently and effectively.

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

- Spring 2016: Implement Schedule of classes
- Fall 2015: Implement Bulletin Mobile Ap
- Fall 2016: Implement room scheduling software

**Criterion:** #8: Goal Two - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:**
1. Comment on the specificity of the goal:

   The goal is very specific.

2. Comment on the goal's measures:

   The metrics/method of measurement was unclear.

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):

   Funding may be an issue as well as getting on the IT projects list.

4. Comment on the goal's relevance:

   The goal is highly relevant.

5. Comment on the timeline of the goal:

   Is the timeline reliant on IT involvement?

   Possible opportunities for collaboration or suggestions for addressing a gap:

**Question:** Unit Goal - What is your unit goal?

   Allow students to communicate and perform transactions with the Registrar’s office more effectively.  
   (Addresses Inefficiencies #1, 6, 19)

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with?  List as many as apply.  
   If it does not align, you may write “NA” or clarify.

   **IV.** Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization

   **IV.B.** Process Goal: Efficiency

   **IV.B.3.** Eliminate process barriers in enrollment management that impact student achievement

**Question:** Priority Level - Is the unit goal high, medium, or low priority?  Limit your high-priority unit goals to 3 to 5.

   High Priority

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?
• Enable Parent Proxy
• Implement an Academic probation tab in myIPFW
• Implement pop-ups in myIPFW to notify students of important information, such as probation status
• Eliminate paper forms and implement a document imaging system
• Implement the Online Graduation Application in Banner

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?
Enable Parent Proxy

- Activate and set-up parent proxy functionality in Banner test environment
- Test functionality and document business processes
- Move functionality to production environment

Implement an Academic probation tab in myIPFW

- Create probation tab and all channel content in a test environment of the portal in collaboration with campus constituents
- Test all content
- Move probation tab to production environment

Implement pop-ups in myIPFW to notify students of important information, such as probation status

- Identify informational pop-ups to push out to students in the portal (this may include academic standing, updating addresses, emergency contact information, etc.)
- Create pop-up functionality in the test myIPFW portal
- Test functionality
- Move functionality to the myIPFW portal production environment

Eliminate paper forms and implement a document imaging system

- Purchase required hardware (servers and document scanners) to implement Banner Xtender Solutions (IPFW already owns this imaging software, but has not had the resources to implement)
- Set up imaging in a Banner test environment
- Test functionality
- Move functionality to Banner production environment

Implement the Online Graduation Application in Banner

- Activate and set up Banner online graduation application in test environment
- Complete data clean-up of general student records to accurately implement graduation application
- Test online graduation application for multiple curriculums and run various graduation Cognos reports to validate accuracy of data
- Move online graduation application to Banner production system

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?
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No

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

- In order to implement all of the actions of this goal, IT resources and staff will be required. Ongoing, an SIS business analyst will be needed to support and test the functionality during upgrades and maintenance.
- Hardware for document imaging, specifically, scanners in the enrollment offices and servers in IT services.

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

- Funding for a full-time SIS business analyst to support and maintain these initiatives
- Prioritization of these projects by IT Services

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

- Fall 2016: Enable Parent Proxy
- Spring 2016: Implement an Academic probation tab in myIPFW
- Fall 2016: Implement pop-ups in myIPFW to notify students of important information
- Fall 2016: Eliminate paper forms and implement a document imaging system
- Spring 2017: Implement the Online Graduation Application in Banner

**Criterion:** #9: Goal Three - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Task Force:**
1. Comment on the specificity of the goal:

The goal is very specific.

2. Comment on the goal's measures:

The metrics/method of measurement was unclear.

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):

Because there must be cooperation and prioritization from Purdue and IPFW IT services, it may be difficult.

4. Comment on the goal’s relevance:

The goal is highly relevant.

5. Comment on the timeline of the goal:

Because there must be cooperation and prioritization from Purdue and IPFW IT services, it may be difficult.

Possible opportunities for collaboration or suggestions for addressing a gap:

**Question:** Unit Goal - What is your unit goal?

Improve student data management processes with IU and Purdue student systems. (Addresses Inefficiencies #3, 8, 10, 11, 12, 17)

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**IV. Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization**

**IV.B. Process Goal: Efficiency**

**IV.B.3. Eliminate process barriers in enrollment management that impact student achievement**

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

Medium Priority

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?
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- Implement a batch load process of the IU student ID into Banner
- Program an extraction addendum grade file of Collegiate Connection student grades for transmission and load to West Lafayette Banner
- Transmit and batch load IPFW academic standing to WL Banner

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

- **Implement a batch load process of the IU student ID into IPFW Banner system**
  - Prioritize project with IT Services
  - Analyze business need and write project specifications
  - Program(s) written to batch load ID's in Banner
  - Implement program in test environment
  - Validate data
  - Move batch load process to Banner production

- **Program an extraction addendum grade file of Collegiate Connection student grades for transmission and load to West Lafayette Banner**
  - Prioritize project with IT Services
  - Analyze business need and write job specifications
  - Program written to batch load ID's in Banner
  - Implement program in test environment and send test file to West Lafayette
  - Validate data
  - Move program to Banner production

- **Transmit and batch load IPFW academic standing to West Lafayette Banner**
  - Prioritize project with IT Services
  - Analyze business need and write specifications
  - Program written to batch load academic standings into WL Banner
  - Implement program in test environment and send test file to WL
  - Validate data
  - Move batch load process to Banner production
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**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

No

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

• In order to implement all of the actions of this goal, IT resources and staff will be required. Ongoing, an SIS business analyst will be needed to support and test the functionality during upgrades and maintenance.

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

• Cooperation, prioritization and resources from IT staff at the IU and Purdue campuses.

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

Fall 2016: Implement a batch load process of the IU student ID into Banner

Spring 2016: Program an extraction addendum grade file of Collegiate Connection student grades for transmission and load to West Lafayette Banner

Fall 2016: Transmit and batch load IPFW academic standing to WL Banner

**Criterion:** #10: Goal Four - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

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1. Comment on the specificity of the goal:
   
   The goal is very specific.

2. Comment on the goal's measures:

   The metrics/method of measurement was unclear.

3. Comment on the unit's ability to achieve the goal (include a consideration of the departmental profile and budget data):

   Funding may be an issue as well as getting on the IT projects list.

4. Comment on the goal's relevance:

   Highly relevant.

5. Comment on the timeline of the goal:

   seems reasonable.

   Possible opportunities for collaboration or suggestions for addressing a gap:

   **Question:** Unit Goal - What is your unit goal?

   Improve Registrar's office processes to use staff time effectively. (Addresses Inefficiencies #2, 7, 16)

   **Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

   IV. Create a Stronger University through Improving the Support of Stakeholders and the Quality and Efficiency of the Organization

   IV.B. Process Goal: Efficiency

   IV.B.3. Eliminate process barriers in enrollment management that impact student achievement

   **Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

   High Priority

   **Question:** Actions - What action(s) does your unit plan to take to support this unit goal?
• Implement a room scheduling software (listed in Goal 1)
• Activate the interface between Blackboard and Banner for faculty grade submission
• Continue to implement Degree Works functionality to improve service to students and the campus community
• Centralize degree certification to the Registrars’s office
• Implement an interface between WL human resources SAP system to IPFW Banner to Automate Employee load
• Implement Banner Workflow in student withdraws, grade changes, holds, and other business needs

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

• **Implement a room scheduling software (See Goal 1)**

• **Activate the interface between Blackboard and Banner for faculty grade submission**
  - Prioritize as an IT project
  - Analyze business need and write specifications
  - Activate interface in a test environment
  - Validate data in test
  - Move to Banner production system

• **Continue to implement Degree Works functionality to improve service to students and the campus community**
  - Prioritize as an IT project
  - Analyze business needs to implement functionality in the Degree Works software
  - Activate functionality in a test environment
  - Validate data in test
  - Move to Banner production system

• **Centralize degree certification to the Registrars’s office**
  - Analyze business need to centralize degree processing that includes staffing needs
  - Seek campus support to centralize processing
  - Write position description and secure funding
- Hire staff, train in Degree Works software and transition all processing from academic units to registrar's office

  • Implement an interface between WL human resources SAP system to IPFW Banner to Automate Employee data information load

- Prioritize as an IT project

- Analyze business need and write specifications

- Activate interface in a test environment

- Validate data in test

- Move to Banner production system

  • Implement Banner Workflow in student withdraws, grade changes, holds, and other business needs

- Prioritize as an IT project

- Analyze business need and write specifications

- Activate interface in a test environment

- Validate data in test

- Move to Banner production system

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

No

**Question:** Needed Resources - If you don't have enough resources, what additional resources do you need to accomplish this unit goal?

  • In order to implement all of the actions of this goal, IT resources and staff will be required. Ongoing, an SIS business analyst will be needed to support and test the functionality during upgrades and maintenance.

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

  • IT resources to complete initiatives
  • Additional staff in SIS and registrar's office to centralize and support degree certification
  • Cooperation and resources from WL campus to interface SAP with IPFW Banner system
  • Consensus across the campus community for many of these initiatives
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**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

- Fall 2016: Implement a room scheduling software (listed in Goal 1)
- Spring 2017: Activate the interface between Blackboard and Banner for faculty grade submission
- Fall 2016: Continue to implement Degree Works functionality to improve service to students and the campus community
- Fall 2018: Centralize degree certification to the Registrar's office
- Spring 2018: Implement an interface between WL human resources SAP system to IPFW Banner to Automate Employee load
- Fall 2017: Implement Banner Workflow in student withdraws, grade changes, holds, and other business needs

**Criterion:** #11: Goal Five - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?
**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #12: Goal Six - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?
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**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #13: Goal Seven - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don't have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?
## #14: Goal Eight

In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write "NA" or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

## #15: Goal Nine

In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Criterion:**

#15: Goal Nine - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.
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REG Registrar

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.

**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?

**Criterion:** #16: Goal Ten - In this criterion, you will identify your unit goals and tell us how they align to Plan 2020, how they are measured, and what resources you need to meet them.

**Question:** Unit Goal - What is your unit goal?

**Question:** IPFW Goal - What 2020 goal(s) does this unit goal align with? List as many as apply. If it does not align, you may write “NA” or clarify.
**Question:** Priority Level - Is the unit goal high, medium, or low priority? Limit your high-priority unit goals to 3 to 5.

**Question:** Actions - What action(s) does your unit plan to take to support this unit goal?

**Question:** Metrics - With what metrics will you assess progress toward accomplishing this unit goal on an annual basis?

**Question:** Resources - Are you able to accomplish this unit goal with your current resources?

**Question:** Needed Resources - If you don’t have enough resources, what additional resources do you need to accomplish this unit goal?

**Question:** Challenges - What challenges, other than financial resources, might affect your progress toward accomplishing this unit goal?

**Question:** Timeline - If achieving this unit goal will take longer than one year, what is your timeline for implementing and accomplishing it?