

## The Higher Learning Commission Action Project Directory

### Midstate College: Revising and Implementing Electronic Data-Entry Standards for Academic Records

#### Project Details

<b>Title</b>	Revising and Implementing Electronic Data-Entry Standards for Academic Records	<b>Status</b>	ACTIVE
<b>Category</b>	6-Supporting Institutional Operations	<b>Updated</b>	
<b>Timeline</b>		<b>Reviewed</b>	
<b>Planned Project Kickoff</b>	02-24-2012	<b>Created</b>	02-23-2012
<b>Target Completion</b>	01-31-2013	<b>Last Modified</b>	10-10-2012

**1: Describe this Action Project's goal in 100 words or fewer:**

**A:** To change or develop data entry standards and work processes in our academic records department so they are more compatible with our Student Information System (SIS). Upon completion of the project, academic records processes will support academic advisement and academic data will be ready for integration with a new student portal.

**2: Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:**

**A:** We determined a need to improve and streamline our data entry standards and work processes in our academic records department. We require the processes and data to be fully compatible with our SIS and in turn our new student portal. This project will improve the ease of academic advisement and registration through streamlined electronic access and amended processes.

Additionally, we have learned from assessment feedback that non-traditional students desire accessible and streamlined student services. Improved access to student services is a strategic goal of the college. This action project will act as one of the milestones toward accomplishing this goal.

**3: List the organizational areas -- institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:**

**A:** Academic Advisement  
Academic Records  
Information Technology

**4: Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:**

**A:** Academic Data Entry  
Academic Records Management  
Student Advisement

**5: Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):**

**A:** Ideally, we would like this project to take no more than eight months. Our plan is to begin work on academic records issues immediately. We anticipate it will take approximately four to six months to make all of the necessary changes to our program versions, course substitutions and equivalencies, and student registration groups. Documented advisement and academic records processes will be published and evaluated during the last two months of the project.

We plan to measure the ease of advisement and access to student services online through formative and summative surveys.

**6: Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:**

**A:** The project will be managed by a team of representatives involved with both the administration of our SIS, as well as the day-to-day operations of the organizational areas listed above. Team meetings will be held as necessary to establish best practices and map out strategies for action. However, once this has been done most of the work will be accomplished in smaller working groups. Minutes for all meetings will be kept on our internal share drive and will be accessible to all staff and faculty. Project updates will also be disseminated via faculty and staff meetings and in-services, our employee newsletter, and other means of campus communication.

**7: Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:**

**A:** We will view this project as a success when the following conditions have been met:

1. All known academic records issues in our SIS have been resolved.
2. Academic records processes are documented and deeply integrated with our SIS.
3. Academic records data is ready for portal deployment.
4. Improved registration process for both advisors and students as demonstrated through survey evaluations.