

2008-2009 Annual Planning Reference Documents



**Gordon College
Office of Institutional Research**

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Summary List of 2008-2009 Annual Planning Objectives

Office of the President

1. Develop community college committee to begin partnership.
2. Conduct needs analysis.
3. Survey students on areas of support.

Academic Affairs

1. Seek accreditations, create curriculum, and do other due diligence preparation for launching the approved BSN in Nursing in Summer 2010.
2. Prepare and submit proposals seeking approval from USG to offer Bachelor of Science in Mathematics and Bachelor of Science in Biology in Fall 2010.
3. Seek State University to offer BBA and M.Ed. on Gordon Campus.
4. Become a RETP institution.
5. Create and distribute an advising handbook and then place an electronic version on the web.
6. Create a website for each division giving advising information specific to each Area F and baccalaureate major in the division and a two-year course rotation for the division.
7. Open the Student Success Center and begin the process of achieving a balance between tutorial services, advising services, and testing.
8. Launch Access Center at Fort Valley State University.
9. Plan Access Center in McDonough.
10. Refine online programming at Gordon.
11. Complete multi-metric review for Division of Humanities and Learning Support.
12. Collect and respond to first data from QEP.
13. Recruit honors students and create curriculum and supporting programming for the honors program.

Finance & Administration

Auxiliary Services

1. Demolish Watson Hall.
2. Card Access for all residence halls.
3. Open new bookstore with twice the available square feet and number of registers currently in use.
4. Extend bookstore hours of operation.
5. Modify textbook requisitioning process to reduce late orders and improve textbook acquisitions.

Budgets

1. Continue review of current documents, reports, processes, etc. to ensure overall efficiency and effectiveness of budget process.
2. Provide an automated paperless monthly budget report that is distributed via email.

Controller/Business Office

1. Document campus wide internal controls in compliance with Statement of Auditing Standards 112 using ControlsDoc software.
2. Upgrade to People Soft version 8.9.
3. Streamline the Foundation's accounting, budgeting, and reporting process and procedures to be more efficient and effective.

Computer Services

1. Complete upgrade of telecommunications on campus.
2. Implement fax server. In conjunction with the telecommunications upgrade, initiatives are being taken to eliminate fax machines as they currently exist.
3. Upgrade current email exchange server.
4. Expand technology to remote sites via network equipment and multimedia classrooms.

Human Resources

1. Transition Payroll to Shared Services Center.
2. Review and update the Salary Compensation Plan.
3. Create and implement a Faculty Promotion Policy as a part of the Salary Compensation Plan.

Facilities

1. Complete the design of Project J-139 Nursing and Allied Science Building.
2. Develop Campus Lighting Plan.
3. Update and implement the Emergency Preparedness Plan.
4. Implement an Alarm Notification (ANS) and Emergency Notification System (GCENS).

Institutional Advancement**Alumni Relations**

1. Expand Alumni Efforts to include more than golden reunions.
2. Expand alumni involvement to grow participation in campus events.
3. Expand Alumni Communication.
4. Fundraising project to raise funds for Military memorial.
5. Expand Alumni Benefits.

Community Education

1. Reduce costs to improve self-sufficiency.
2. Complete AceWare set up.
3. An assessment of community needs which will guide the Community Education department in better serving the area.

Development

1. Expand the Trustees involvement in fundraising.
2. Build undeveloped segments of the alumni association.
3. Create scholarships reflective of our state college status.
4. Develops private support for faculty/staff development reflective of state college status.
5. Increase unrestricted funding to fully support the Foundation operating budget.

Institutional Research

1. Provide support to Academic Affairs and Student Affairs in the area of assessment and analyses through student and alumni surveys, data and other activities as determined by the College's plan for assessment.
2. Coordinate and provide routine and ad hoc reports for on-campus and external government agencies.
3. Review and enhance IR website to better serve the College community.
4. Provide support for the development of new programs and changes in programs and academic structure.
5. Provide support for the multimetric program review and accreditation process.

Marketing

1. Support student recruitment efforts.
2. Support economic development partnerships and fundraising efforts.

Public Information

1. Develop "expert list" that can be marketed to local press.
2. Improve/enhance communication with targeted constituencies.
3. Continue to promote on-campus public events.

Student Affairs**Admissions**

1. Work with Cabinet to define new enrollment goals.
2. Re-assess recruitment strategies and territory management based on enrollment expectations.
3. Target recruitment strategies and territory management based on enrollment expectations.
4. Continue to actively recruit for Honors Program and encourage ACCEL enrollment to raise student profiles and grade averages.

5. Modify enrollment management plan based on recruitment statistics.

Athletics

1. Create additional opportunities for student participation by developing new competitive NJCAA sports on campus.
2. Enhance and develop in-depth Athletic Policy and Procedure Manual.
3. Find qualified staff with assistance from the GJCAA and the GHSA.
4. Determine additional needs and sports through student input.
5. Emphasize academic success and provide assistance for all student-athletes.
6. Provide insight on leadership qualities needed in a student-athlete.
7. Update all athletic facilities to strengthen playing and recruiting process.

Counseling

1. Expand the ways of contacting high schools regarding disability services.
2. Increase efficiency of Student Employment Program.
3. Facilitate Faculty/Staff knowledge of Counseling Center and services offered.
4. Update Counseling Services website.
5. Set baseline data for the number of student contacts.

Financial Aid

1. Implementation of Phase II of the Quality Assurance Program.
2. Conduct Quarterly Meeting with the Admissions and Registrar's Office.
3. Review Call Center Statistics on a monthly and annual basis.
4. Establish a baseline for completion of financial aid file.
5. Develop a Financial Aid Fact Sheet for Learning Support Students.
6. Modify the Financial Aid webpage.

Registrar

1. Measure Gordon College faculty, staff, and student expectations of Registrar's Office.
2. Utilize Banner functionality to increase service to students.
3. Implement Transfer Articulation.

Residence Life

1. Improve the application process.
2. Enhance campus life programming through assistance from faculty, staff, and the community.
3. Improve and maintain housing facilities (policies and procedures).

Student Activities

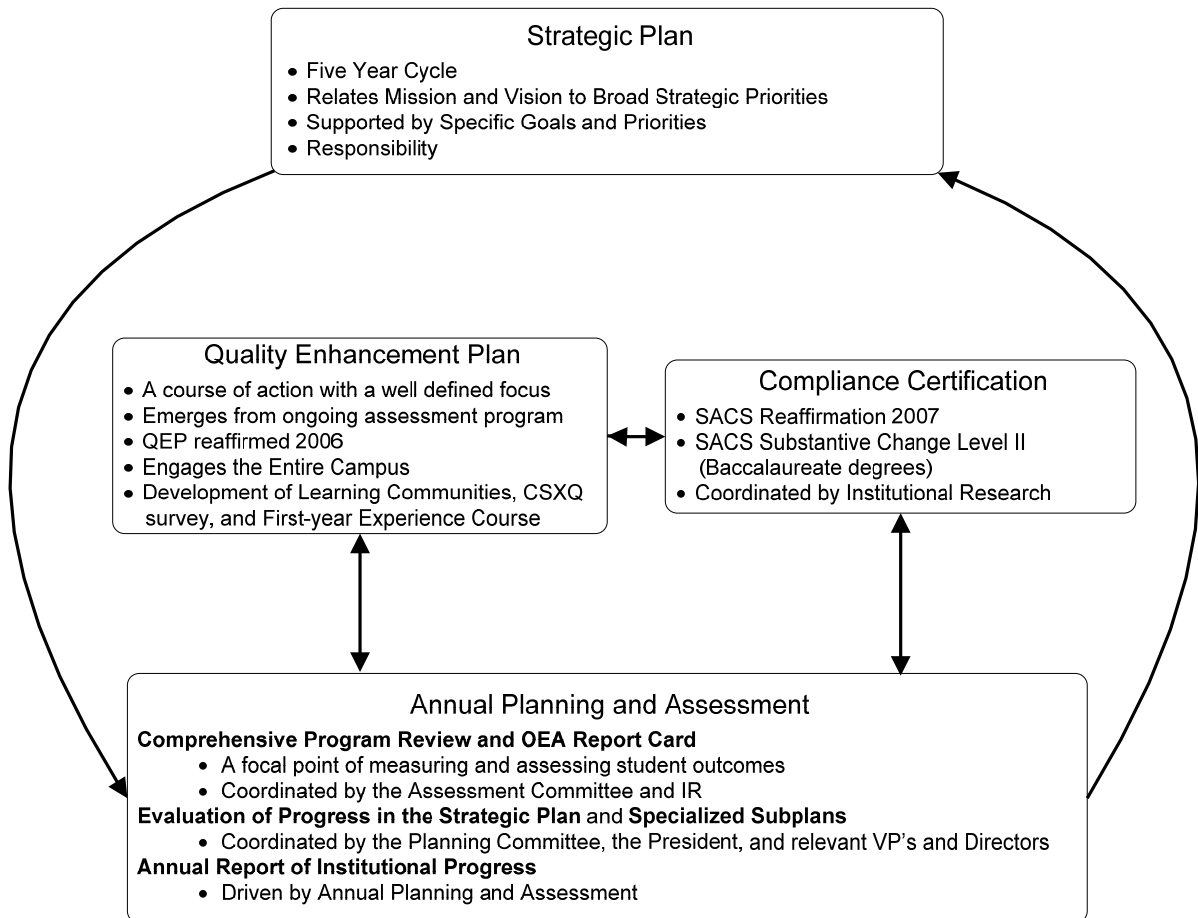
1. Participation to increase 10% from the previous year: Goal 10,378.
2. To create a coffeehouse series for an event for the students.
3. Implement Golf and Women's Basketball as Club Team Sports.

4. Add a true “arcade” on campus.
5. Maintain an updated webpage.

Annual and Strategic Planning at Gordon College

The Gordon College Planning Model

The Gordon College Planning Model puts the various planning and effectiveness components into an integrated framework relating the different pieces to one another. The Planning Model identifies three related cycles of activity: strategic planning, annual planning, and quality enhancement planning.



Strategic Planning takes place every five years. A review of our mission, an environmental scan, and a campus and community wide evaluation of our strengths and weaknesses come together to lay the foundation for the next five-year cycle of planning, implementation, and evaluation. The strategic plan in turn drives specialized plans for various areas of the college.

Annual Planning keeps us on target toward our strategic goals. On an annual basis, each of the areas of finance, academic affairs, student affairs, technology, and facilities evaluates the previous year's activities and plans for the next. At the same time, the Assessment Committee undertakes annual program evaluation and assessment. Information gathered by these annual activities feeds into the Annual Report on Institutional Progress, prepared each summer for submission to the Regents. The Annual

Report emphasizes the extent to which the previous year's activities have contributed to the realization of strategic and specialized goals.

Quality Enhancement Planning draws data from the annual planning process, focusing on specific aspects of the College's vision as set forth in the strategic plan. Motivation for quality enhancement planning as a separate activity, of course, stems partly from SACS' requirement for a Quality Enhancement Plan (QEP) tied to our next reaffirmation process. While the QEP is an integral part of reaffirmation, our planning model envisions quality enhancement planning as much more than a once-every-ten-year event.

Success in planning and implementation depends on widespread participation throughout campus. The following specific responsibilities are to ensure such participation.

1. President

Ensures that the planning process fosters widespread participation, engaging faculty, staff, students, and the community.

2. President's Cabinet

Prepares specialized sub-plans, evaluates, and executes their implementation and progress.

3. Planning Committee

Works with the President in strategic planning and Quality Enhancement Planning. Evaluates implementation and progress.

4. Assessment Committee

Works with faculty on evaluation and assessment tools. Designs and oversees implementation of Comprehensive Program Review.

5. Office of Institutional Research

Ensures continuity of an ongoing measurement and assessment program and timely reporting of results to regents, SACS, and others. Coordinates composition of the Compliance Certificate and builds the data archives to support.

Gordon College Strategic Priorities 2009-2013

Strategic Priority One: Curriculum

Gordon College will expand the curriculum to improve access and meet workforce needs.

Strategic Priority Two: Facilitate Important Student Transitions

Gordon College will develop programs that will increase student success in the crucial transitions: from learning support courses to college level courses, from college level to successful transfer; from college level courses to our majors, from our majors to the workforce.

Strategic Priority Three: Recruitment

Focus recruitment process to support capacity expectations and curriculum growth.

Strategic Priority Four: Gordon College Foundation

Gordon College will engage the Gordon College Foundation as an active partner in securing funds for the College.

Strategic Priority Five: External Relations

Gordon College will promote economic development through partnerships with local, state, and regional entities.

Strategic Priority Six: Professional Community Service

Gordon College will enhance a culture of professional community service.

Strategic Priority Seven: Efficiency, Accountability, Sustainability

Increase efficiency, accountability, and sustainability.

2008-2009 Annual Planning Objectives by Strategic Priority

Strategic Priority One: Curriculum

Academic Affairs: Seek accreditations, create curriculum, and do other due diligence in preparation for launching the approved BSN in Nursing in Summer 2010.

Academic Affairs: Prepare and submit proposals seeking approval from USG to offer Bachelor of Science in Mathematics and Bachelor of Science in Biology in Fall 2010.

Academic Affairs: Seek State University to offer BBA and M.Ed. on Gordon Campus.

Academic Affairs: Refine online programming at Gordon.

Academic Affairs: Complete multi-metric review for Division of Humanities and Learning Support.

Academic Affairs: Collect and respond to first data from QEP.

Academic Affairs: Recruit honors students and create curriculum and supporting programming for the honors program.

Auxiliary Services: Demolish Watson Hall

Auxiliary Services: Modify textbook requisitioning process to reduce late orders and improve textbook acquisitions.

Computer Services: Expand technology to remote sites via network equipment and multimedia classrooms.

Institutional Research: Provide support to Academic Affairs and Student Affairs in the area of assessment and analyses through student and alumni surveys, data and other activities as determined by the College's plan for assessment.

Institutional Research: Coordinate and provide routine and ad hoc reports for on-campus and external government agencies.

Institutional Research: Provide support for the development of new programs and changes in programs and academic structure.

Institutional Research: Provide support for the multimetric program review and accreditation process.

Athletics: Determine additional needs and sports through student input.

Athletics: Emphasize academic success and provide assistance for all student-athletes.

Strategic Priority Two: Facilitate Important Student Transitions

Academic Affairs: Seek accreditations, create curriculum, and do other due diligence in preparation for launching the approved BSN in Nursing in Summer 2010.

Academic Affairs: Prepare and submit proposals seeking approval from USG to offer Bachelor of Science in Mathematics and Bachelor of Science in Biology in Fall 2010.

Academic Affairs: Seek State University to offer BBA and M.Ed. on Gordon Campus.

Academic Affairs: Become a RETP institution.

Academic Affairs: Create and distribute an advising handbook and then place an electronic version on the web.

Academic Affairs: Create a website for each division giving advising information specific to each Area F and baccalaureate major in the division and a two-year course rotation for the division.

Academic Affairs: Open the Student Success Center and begin the process of achieving a balance between tutorial services, advising services, and testing.

Academic Affairs: Launch Access Center at Fort Valley State University.

Academic Affairs: Plan Access Center in McDonough.

Academic Affairs: Refine online programming at Gordon.

- Academic Affairs: Complete multi-metric review for Division of Humanities and Learning Support.
- Academic Affairs: Collect and respond to first data from QEP.
- Academic Affairs: Recruit honors students and create curriculum and supporting programming for the honors program.
- Athletics: Emphasize academic success and provide assistance for all student-athletes.
- Athletics: Provide insight on leadership qualities needed in a student-athlete.
- Counseling: Expand the ways of contacting high schools regarding disability services.
- Counseling: Increase efficiency of Student Employment Program.
- Counseling: Facilitate Faculty/Staff knowledge of Counseling Center and services offered.
- Counseling: Update Counseling Services website.
- Counseling: Set baseline data for the number of student contacts.
- Development: Build undeveloped segments of the alumni association.
- Financial Aid: Implementation of Phase II of the Quality Assurance Program.
- Financial Aid: Develop a Financial Aid Fact Sheet for Learning Support Students.
- Financial Aid: Modify the Financial Aid webpage.
- Institutional Research: Provide support to Academic Affairs and Student Affairs in the area of assessment and analyses through student and alumni surveys, data and other activities as determined by the College's plan for assessment.
- Institutional Research: Coordinate and provide routine and ad hoc reports for on-campus and external government agencies.
- Institutional Research: Review and enhance IR website to better serve the College community.
- Institutional Research: Provide support for the development of new programs and changes in programs and academic structure.
- Institutional Research: Provide support for the multi-metric program review and accreditation process.
- Registrar: Measure Gordon College faculty, staff, and student expectations of Registrar's Office.
- Registrar: Utilize Banner functionality to increase service to students.
- Registrar: Implement Transfer Articulation.
- Residence Life: Enhance campus life programming through assistance from faculty, staff, and the community.
- Residence Life: Improve and maintain housing facilities (policies and procedures).

Strategic Priority Three: Recruitment

- Academic Affairs: Launch Access Center at Fort Valley State University.
- Academic Affairs: Plan Access Center in McDonough.
- Academic Affairs: Recruit honors students and create curriculum and supporting programming for the honors program.
- Admissions: Work with Cabinet to define new enrollment goals.
- Admissions: Re-assess recruitment strategies and territory management based on enrollment expectations.
- Admissions: Target recruitment strategies and territory management based on enrollment expectations.
- Admissions: Continue to actively recruit for Honors Program and encourage ACCEL enrollment to raise student profiles and grade averages.
- Admissions: Modify enrollment management plan based on recruitment statistics.

Athletics: Create additional opportunities for student participation by developing new competitive NJCAA sports on campus.
Athletics: Find qualified staff with assistance from the GJCAA and the GHSA.
Athletics: Determine additional needs and sports through student input.
Athletics: Emphasize academic success and provide assistance for all student-athletes.
Auxiliary Services: Demolish Watson Hall
Auxiliary Services: Modify textbook requisitioning process to reduce late orders and improve textbook acquisitions.
Computer Services: Expand technology to remote sites via network equipment and multimedia classrooms.
Marketing: Support student recruitment efforts.
Registrar: Implement Transfer Articulation.
Residence Life: Improve the application process.
Residence Life: Improve and maintain housing facilities (policies and procedures)
Student Activities: Participation to increase 10% from the previous year – Goal 10,378.
Student Activities: To create a coffeehouse series for an event for the students.
Student Activities: Implement Golf and Women's Basketball as Club Team Sports.
Student Activities: Add a true "arcade" on campus.
Student Activities: Maintain an updated webpage.

Strategic Priority Four: Gordon College Foundation

Alumni Relations: Expand Alumni Efforts to include more than golden reunions.
Alumni Relations: Expand alumni involvement to grow participation in campus events.
Alumni Relations: Expand alumni communication.
Alumni Relations: Fundraising project to raise funds for Military Memorial.
Athletics: Create additional opportunities for student participation by developing new competitive NJCAA sports on campus.
Athletics: Determine additional needs and sports through student input.
Athletics: Update all athletic facilities to strengthen playing and recruiting process.
Development: Expand the Trustees involvement in fundraising.
Development: Build undeveloped segments of the alumni association.
Development: Create scholarships reflective of our state college status.
Development: Develop private support for faculty/staff development reflective of state college status.
Development: Increase unrestricted funding to fully support the Foundation operating budget.
Marketing: Support economic development partnerships and fundraising efforts.

Strategic Priority Five: External Relations

President: Develop community/college committee to begin partnership.
President: Conduct needs analysis.
President: Survey students on areas of support.
Academic Affairs: Launch Access Center at Fort Valley State University.
Academic Affairs: Plan Access Center in McDonough.
Alumni Relations: Expand Alumni Efforts to include more than golden reunions.
Alumni Relations: Expand alumni involvement to grow participation in campus events.
Alumni Relations: Expand alumni communication.
Alumni Relations: Fundraising project to raise funds for Military Memorial.

Alumni Relations: Expand alumni benefits.
Athletics: Provide insight on leadership qualities needed in a student-athlete.
Auxiliary Services: Demolish Watson Hall
Auxiliary Services: Modify textbook requisitioning process to reduce late orders and improve textbook acquisitions.
Community Education: An assessment of community needs which will guide the Community Education department in better serving the area.
Institutional Research: Review and enhance IR website to better serve the College community.
Marketing: Support economic development partnerships and fundraising efforts.
Public Information: Develop "expert list" that can be marketed to local press.
Public Information: Improve/enhance communication with targeted constituencies.
Public Information: Continue to promote on-campus public events.

Strategic Priority Six: Professional Community Service

Athletics: Provide insight on leadership qualities needed in a student-athlete.
Community Education: Complete AceWare set up.
Community Education: An assessment of community needs which will guide the Community Education department in better serving the area.

Strategic Priority Seven: Efficiency, Accountability, Sustainability

Academic Affairs: Launch Access Center at Fort Valley State University.
Academic Affairs: Plan Access Center in McDonough.
Academic Affairs: Refine online programming at Gordon.
Athletics: Enhance and develop in-depth Athletic Policy and Procedure Manual.
Auxiliary Services: Card access for all residence halls.
Auxiliary Services: Open new bookstore with twice the available square feet and number of registers currently in use.
Auxiliary Services: Extend bookstore hours of operation.
Auxiliary Services: Modify textbook requisitioning process to reduce late orders and improve textbook acquisitions.
Budgets: Continue review of current documents, reports, processes, etc. to ensure overall efficiency and effectiveness of budget process.
Budgets: Provide an automated paperless monthly budget report that is distributed via email.
Controller/Business Office: Document campus wide internal controls in compliance with Statement of Auditing Standards 112 using ControlsDoc software.
Controller/Business Office: Upgrade to People Soft version 8.9.
Controller/Business Office: Streamline the Foundation's accounting, budgeting, and reporting process and procedures to be more efficient and effective.
Community Education: Reduce costs to improve self-sufficiency.
Community Education: An assessment of community needs which will guide the Community Education department in better serving the area.
Computer Services: Complete upgrade of telecommunications on campus.
Computer Services: Implement fax server. In conjunction with the telecommunications upgrade, initiatives are being taken to eliminate fax machines as they currently exist.
Computer Services: Upgrade current email exchange server.

Computer Services: Expand technology to remote sites via network equipment and multimedia classrooms.

Development: Create scholarships reflective of our state college status.

Facilities: Complete the design of Project J-139 Nursing and Allied Science Building.

Facilities: Develop Campus Lighting Plan.

Facilities: Update and implement the Emergency Preparedness Plan.

Facilities: Implement an Alarm Notification (ANS) and Emergency Notification System (GCENS).

Financial Aid: conduct Quarterly Meeting with the Admissions and Registrar's Office.

Financial Aid: Review Call Center Statistics on a monthly and annual basis.

Financial Aid: Establish a baseline for completion of financial aid file.

Human Resources: Transition payroll to Shared Services Center.

Human Resources: Review and update the Salary Compensation Plan.

Human Resources: Create and implement a Faculty Promotion Policy as a part of the Salary Compensation Plan.

Institutional Research: Review and enhance IR website to better serve the College community.

Registrar: Measure Gordon College faculty, staff, and student expectations of Registrar's Office.

Registrar: Utilize Banner functionality to increase service to students.

Registrar: Implement Transfer Articulation.

Changes in Reference Documentation

Due to recent restructuring and reorganization, additional institutional units have been added or excluded to this year's planning process. Business Affairs has been subdivided among six units with unique objectives and planning loops. Academic Affairs departments of Humanities, Business and Social Sciences, Mathematics and Natural Sciences, Nursing and Health Sciences and the Library are not included. Institutional Research is a unit under Institutional Advancement.

All of this lends to a more complete, broad, and yet detailed picture of how all units within Gordon College affect and impact the mission and priorities of the college.

The following abbreviations are used in several tables to save space:

AA	- Academic Affairs
APC	- Academic Policy Committee
ADM	- Admissions
AR	- Alumni Relations
AUX	- Auxiliary Services
ATH	- Athletics
BLA	- Bachelor of Liberal Arts Major
BOR	- Board of Regents
BSS	- Business/Social Sciences Division
BGT	- Budgets
CE	- Community Education
CS	- Computer Services
CBO	- Controller/Business Office
DEV	- Development
ECE	- Early Childhood Education Program
FAC	- Facilities
FA	- Financial Aid
GCANS	- Gordon College Association of Nursing Students
HR	- Human Resources
IA	- Institutional Advancement
IR	- Institutional Research
MKT	- Marketing
MNS	- Math and Natural Sciences
NHS	- Nursing and Health Science
PI	- Public Information
QEP	- Quality Enhancement Plan
REG	- Registrar
RL	- Residence Life
STA	- Student Activities
SA	- Student Affairs
VPAA	- Vice President for Academic Affairs
VPFA	- Vice President for Finance & Administration
VPSA	- Vice President for Student Affairs
VPIA	- Vice President for Institutional Advancement

Details of 2008-2009 Annual Planning Objectives

Office of the President

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Develop community college committee to begin partnership.	<ul style="list-style-type: none"> ▪ Committee Formation, meetings held, minutes. 	<ul style="list-style-type: none"> ▪ External Relations 	Institutional Advancement
2. Conduct needs analysis.	<ul style="list-style-type: none"> ▪ TBD by community/college committee. 	<ul style="list-style-type: none"> ▪ External Relations 	Institutional Advancement
3. Survey students on areas of support.	<ul style="list-style-type: none"> ▪ Data on businesses with high support. 	<ul style="list-style-type: none"> ▪ External Relations 	Institutional Advancement Institutional Research

Academic Affairs

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Seek accreditations, create curriculum, and do other due diligence in preparation for launching the approved BSN in Nursing in Summer 2010.	<ul style="list-style-type: none"> ▪ Seek approval from state agency in Summer 2008. ▪ Hire Ph.D. in nursing to assist in planning and implementation. ▪ Prepare documents for submission in Summer 2009. 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Facilitate Important Student Transitions 	Georgia League of Nurses National League of Nurses
2. Prepare and submit proposals seeking approval from USG to offer Bachelor of Science in Mathematics and Bachelor of Science in Biology in Fall 2010.	<ul style="list-style-type: none"> ▪ Prepare and submit proposals. ▪ Engage USG and sister institutions in conversation about proposal. ▪ Seek final decision from USG. 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Facilitate Important Student Transitions 	University System of Georgia Nearby sister USG institutions
3. Seek State University to offer BBA and M.Ed. on Gordon Campus.	<ul style="list-style-type: none"> ▪ Engage in conversations with sister institutions. ▪ Prepare and execute MOU. ▪ Address political problems within the system. ▪ Launch program. 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Facilitate Important Student Transitions 	Georgia Southwestern State University Clayton State University UGA–Griffin
4. Become an RETP institution.	<ul style="list-style-type: none"> ▪ Receive approval from Georgia Institute of Technology ▪ Develop introductory engineering curriculum and appropriate Area F. 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions 	Georgia Institute of Technology

Academic Affairs

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
5. Create and distribute an advising handbook and then place an electronic version on the web.	<ul style="list-style-type: none"> ▪ Write handbook. ▪ Distribute in printed text and electronically. 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions 	Computer Services
6. Create a website for each division giving advising information specific to each Area F and baccalaureate major in the division and a two-year course rotation for the division.	<ul style="list-style-type: none"> ▪ Create websites. ▪ Launch website for public use. 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions 	Computer Services
7. Open the Student Success Center and begin the process of achieving a balance between tutorial services, advising services, and testing.	<ul style="list-style-type: none"> ▪ Hire Director of Student Success Center. ▪ Organize physical components of the center. ▪ Open the center for students. ▪ Began the multi-faceted programming that will make the Success Center more than a tutorial center. 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions 	Computer Services Student Affairs
8. Launch Access Center at Fort Valley State University	<ul style="list-style-type: none"> ▪ Prepare and sign MOU. ▪ Hire coordinator. ▪ Prepare course rotations. ▪ Recruit, advise and register students. 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions ▪ Recruitment ▪ External relations ▪ Efficiency, Accountability, Sustainability 	Student Affairs Business Affairs Fort Valley State University
9. Plan Access Center in McDonough.	<ul style="list-style-type: none"> ▪ Determine Gordon College mission at McDonough site in conversation with Henry County School System, Clayton State University, and USG. ▪ Sign MOU with Clayton State University. ▪ Hire coordinator. 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions ▪ Recruitment ▪ External relations ▪ Efficiency, Accountability, Sustainability 	Student Affairs Business Affairs Henry County School System Clayton State University

Academic Affairs

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
10. Refine on-line programming at Gordon.	<ul style="list-style-type: none"> ▪ Modify registration system. ▪ Clarify presentation of online courses in the schedule. ▪ Develop mission statement ▪ Develop class evaluation 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Facilitate Important Student Transitions ▪ Efficiency, Accountability, Sustainability 	Computer services
11. Complete multi-metric review for Division of Humanities and Learning support.	<ul style="list-style-type: none"> ▪ Create subcommittee to oversee work. ▪ Create necessary documents. ▪ Complete the study. ▪ Create the report. 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Facilitate Important Student Transitions 	Institutional Research
12. Collect and respond to first data from QEP.	<ul style="list-style-type: none"> ▪ Implement next phases of QEP. ▪ Collect and analyze data. ▪ Respond to the data. 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Facilitate Important Student Transitions 	Student Affairs Institutional Research
13. Recruit honors students and create curriculum and supporting programming for the honors program.	<ul style="list-style-type: none"> ▪ Launch two honors courses in Spring 2009 and supportive out-of-class programming directed at students in those courses. ▪ Develop a recruiting plan for recruiting honors students including creation of honors brochure. 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Facilitate Important Student Transitions ▪ Recruitment 	Student Affairs

Finance & Administration – Auxiliary Services

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Demolish Watson Hall.	<ul style="list-style-type: none"> ▪ Building site for the new Nursing Building. 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Recruitment ▪ External Relations 	Facilities
2. Card access for all residence halls.	<ul style="list-style-type: none"> ▪ Resident students will access their buildings and halls via their Gordon College ID. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	Facilities Computer Services
3. Open new bookstore with twice the available square feet and number of registers currently in use.	<ul style="list-style-type: none"> ▪ Will be able to expand what the bookstore currently offers with regard to a wider variety of general merchandise and trade books. ▪ Will also be able to process transactions quicker during rush and buyback periods where lines are extensive. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	Facilities Computer Services
4. Extend bookstore hours of operation.	<ul style="list-style-type: none"> ▪ Bookstore will be open from 7:30am to 6:00pm Monday through Thursday and 7:30am to 12:00pm on Friday. This will help serve those students who have classes that begin at 8:00am and non-traditional students who have classes beginning at 6:00pm. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	Bookstore Staff
5. Modify textbook requisitioning process to reduce late orders and improve textbook acquisitions.	<ul style="list-style-type: none"> ▪ Ensure that the correct textbooks necessary for classroom use will be on the shelves when classes begin. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability ▪ Curriculum ▪ Recruitment ▪ External Relations 	Bookstore Staff Academic Affairs

Finance & Administration – Budgets

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Continue review of current documents, reports, processes, etc. to ensure overall efficiency and effectiveness of budget process.	<ul style="list-style-type: none"> ▪ An up to date, efficient and effective budget process that is transparent. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	

Finance & Administration – Budgets

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
2. Provide an automated paperless monthly budget report that is distributed via email.	<ul style="list-style-type: none"> Reduce use of paper and time it takes to manually print and distribute all monthly reports. 	<ul style="list-style-type: none"> Efficiency, Accountability, Sustainability 	Assistant Controller

Finance & Administration – Controller/Business Office

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Document campus wide internal controls in compliance with Statement of Auditing Standards 112 using ControlsDoc software.	<ul style="list-style-type: none"> Internal controls will be fully documented, recommendations will be made to various departments for improving internal controls, and the current business procedures manual will be updated. 	<ul style="list-style-type: none"> Efficiency, Accountability, Sustainability 	Various departments across campus whose daily operations have an impact on internal controls.
2. Upgrade to People Soft version 8.9.	<ul style="list-style-type: none"> Will have People Soft's most current web based software application. Expense reporting (travel, flex spending, etc.) will be online. 	<ul style="list-style-type: none"> Efficiency, Accountability, Sustainability 	Computer Services
3. Streamline the Foundation's accounting, budgeting, and reporting process and procedures to be more efficient and effective.	<ul style="list-style-type: none"> More timely and accurate accounting and reporting of financial transactions and data within the Foundation to allow for more informed business decisions. 	<ul style="list-style-type: none"> Efficiency, Accountability, Sustainability 	President's Office Institutional Advancement

Finance & Administration – Computer Services

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Complete upgrade of telecommunications on campus.	<ul style="list-style-type: none"> Replace existing piecemeal, copper telecommunications system with more state of the art fiber telecommunications system. Will move away from the GTA umbrella and become self operated with personnel dedicated to supporting the new format. 	<ul style="list-style-type: none"> Efficiency, Accountability, Sustainability 	

Finance & Administration – Computer Services

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
2. Implement fax server. In conjunction with the telecommunications upgrade initiatives are being taken to eliminate fax machines as they currently exist.	<ul style="list-style-type: none"> ▪ Old fax machines will be eliminated. Faxes will be sent and/or received via personal computers therefore reducing the cost of paper, toner, and replacement of actual machines. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	
3. Upgrade current email exchange server.	<ul style="list-style-type: none"> ▪ Will increase security and support of current machine. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	
4. Expand technology to remote sites via network equipment and multimedia classrooms.	<ul style="list-style-type: none"> ▪ Faculty at remote sites will operate and feel as if they are working from main campus via a virtual private network and expanded multimedia classrooms. 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Recruitment ▪ Efficiency, Accountability, Sustainability 	

Finance & Administration – Human Resources

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Transition Payroll to Shared Services Center.	<ul style="list-style-type: none"> ▪ Improved efficiency and accountability in payroll process and a reduction in the time spent by staff. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	USG staff Payroll Computer Services
2. Review and update the Salary Compensation Plan.	<ul style="list-style-type: none"> ▪ Ensure compensation for all faculty and staff are currently market competitive. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	The Mercer Group Academic Affairs
3. Create and implement a Faculty Promotion Policy as a part of the Salary Compensation Plan.	<ul style="list-style-type: none"> ▪ Ensure faculty who receive a promotion also receive adequate compensation and eliminate possibility of salary compression. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	The Mercer Group Academic Affairs

Finance & Administration – Facilities

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Complete the design of Project J-139 Nursing and Allied Science Building.	<ul style="list-style-type: none"> ▪ Selection of Architect, Program Manager, and Construction Management firms to design and obtain bid documents for the building. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	USG Facilities Staff VPFA

Finance & Administration – Facilities

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
2. Develop Campus Lighting Plan.	<ul style="list-style-type: none"> ▪ Unified light fixtures with adequate capacity in appropriate spaces to ensure a safe environment. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	S. P. Design Group Public Safety
3. Update and implement the Emergency Preparedness Plan.	<ul style="list-style-type: none"> ▪ Information and awareness of procedures in case of an emergency will be disseminated to all faculty, staff, and students. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	Public Safety Institutional Advancement Computer Services
4. Implement an Alarm Notification (ANS) and Emergency Notification System (GCENS).	<ul style="list-style-type: none"> ▪ Purchase, install and test both systems as well as updating the contacts lists to include as many faculty, staff and students as possible. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	Public Safety Computer Services

Institutional Advancement – Alumni Relations

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Expand alumni efforts to include more than golden reunions.	<ul style="list-style-type: none"> ▪ Classes of 1949 will hold a 60th reunion. ▪ 1969 reunions will hold 40th reunion. ▪ Affinity reunions for Pharmacy, Nursing and Athletics. 	<ul style="list-style-type: none"> ▪ External Relations ▪ Gordon College Foundation 	Academic Affairs Student Affairs Alumni Association Retired Faculty
2. Expand alumni involvement to grow participation in campus events.	<ul style="list-style-type: none"> ▪ New alumni volunteers to join other alumni with move-in weekend. ▪ Hold Volunteer recognition event. ▪ Involve Alumni Board to take active role in volunteer recruitment and class agents. 	<ul style="list-style-type: none"> ▪ External Relations ▪ Gordon College Foundation 	Student Affairs Alumni Association
3. Expand alumni communication.	<ul style="list-style-type: none"> ▪ Online class notes & informational update. ▪ Class-specific distribution lists as currently utilized with class of 67. 	<ul style="list-style-type: none"> ▪ External Relations ▪ Gordon College Foundation 	Computer Services
4. Fundraising project to raise funds for Military Memorial.	<ul style="list-style-type: none"> ▪ Identify sources of funding including travel projects. 	<ul style="list-style-type: none"> ▪ Gordon College Foundation ▪ External Relations 	Gordon College Foundation Alumni Association Development
5. Expand alumni benefits.	<ul style="list-style-type: none"> ▪ Links to purchase merchandise from Alumni web page. ▪ Expanded alumni merchandise. ▪ Opportunities for business travel, events, concerts, sports and theater. 	<ul style="list-style-type: none"> ▪ External Relations 	Bookstore Computer Services Controller/Business Office Alumni Association

Institutional Advancement – Community Education

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Reduce costs to improve self-sufficiency.	<ul style="list-style-type: none"> ▪ CE course catalog through bid process. ▪ Accurate mailing list and start forwarding service. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	Controller/Business Office United States Postal Service
2. Complete AceWare set up.	<ul style="list-style-type: none"> ▪ TouchNet credit card processor in place. ▪ System testing for at least one semester before open to public use. 	<ul style="list-style-type: none"> ▪ Professional Community Service 	Computer Services

Institutional Advancement – Community Education

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
3. An assessment of community needs which will guide the Community Education department in better serving the area.	<ul style="list-style-type: none"> ▪ Create database of businesses for surveys. ▪ Create assessment tools. 	<ul style="list-style-type: none"> ▪ Professional Community Service ▪ External Relations ▪ Efficiency, Accountability, Sustainability 	Institutional Research Regional Chambers of Commerce

Institutional Advancement – Development

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Expand the Trustees involvement in fundraising.	<ul style="list-style-type: none"> ▪ A Trustee Retreat using a professional fund-raising consultant to lead the program. ▪ A sub-committee of the Board to focus on Corporate Giving. ▪ A planned giving presentation for Trustees. 	<ul style="list-style-type: none"> ▪ Gordon College Foundation 	Board of Trustees Outside Fund-Raising Counsel
2. Build undeveloped segments of the alumni association.	<ul style="list-style-type: none"> ▪ Student philanthropy through fundraising activities. 	<ul style="list-style-type: none"> ▪ Gordon College Foundation ▪ Facilitate Important Student Transitions 	Alumni
3. Create scholarships reflective of our state college status.	<ul style="list-style-type: none"> ▪ Additional Scholarships in early childhood education and nursing established. ▪ A student fundraising activity in support of scholarships. 	<ul style="list-style-type: none"> ▪ Gordon College Foundation ▪ Efficiency, Accountability, Sustainability 	Early Childhood Education Alumni Nursing Alumni Retired Gordon Professors
4. Develop private support for faculty/staff development reflective of state college status.	<ul style="list-style-type: none"> ▪ Gordon's Gift Planning Committee will identify and assist in requesting Family Foundation support. 	<ul style="list-style-type: none"> ▪ Gordon College Foundation 	Gordon Gift Planning Committee
5. Increase unrestricted funding to fully support the Foundation operating budget.	<ul style="list-style-type: none"> ▪ Secure bequests and memorial/tribute gifts for general purposes. ▪ Annual giving increase. ▪ Increase in repeat gifts. ▪ Fundraising event targeted at parents of current students. 	<ul style="list-style-type: none"> ▪ Gordon College Foundation 	Alumni Trustees GGPC Community

Institutional Advancement – Institutional Research

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Provide support to Academic Affairs & Student Affairs in the area of assessment and analyses through student and alumni surveys, data and other activities as determined by the College's plan for assessment.	<ul style="list-style-type: none"> ▪ Surveys and analyses provided 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Facilitate Important Student Transitions 	Academic Affairs Student Affairs Alumni Relations
2. Coordinate and provide routine and ad hoc reports for on-campus and external government agencies.	<ul style="list-style-type: none"> ▪ Requests for reports are met 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Facilitate Important Student Transitions 	Academic Affairs
3. Review and enhance IR web site to better serve the College community.	<ul style="list-style-type: none"> ▪ Updated user friendly web site 	<ul style="list-style-type: none"> ▪ External Relations ▪ Facilitate Important Student Transitions ▪ Efficiency, Accountability, Sustainability 	Computer Services
4. Provide support for the development of new programs and changes in programs and academic structure.	<ul style="list-style-type: none"> ▪ Provide information 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Facilitate Important Student Transitions 	Academic Affairs
5. Provide support for the multimetric program review and accreditation process.	<ul style="list-style-type: none"> ▪ Metric and benchmark data collected, integrated in reports, and compared to goals 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Facilitate Important Student Transitions 	Academic Affairs

Institutional Advancement-Marketing

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Support student recruitment efforts.	<ul style="list-style-type: none"> ▪ Preparation complete for development of new recruitment materials for recruitment of students for 2010. ▪ Common understanding of key messaging. ▪ Information on new programs and degrees supported by web and print content. 	<ul style="list-style-type: none"> ▪ Recruitment 	Student Affairs Finance & Administration Academic Affairs Institutional Research

Institutional Advancement-Marketing

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
2. Support economic development partnerships and fundraising efforts.	<ul style="list-style-type: none"> ▪ Stronger relationship between Gordon and community. ▪ Updated fundraising collateral. 	<ul style="list-style-type: none"> ▪ External Relations ▪ Gordon College Foundation 	President's Office

Institutional Advancement-Public Information

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Develop "expert list" that can be marketed to local press.	<ul style="list-style-type: none"> ▪ Exposure in local press will increase as determined by clipping service 	<ul style="list-style-type: none"> ▪ External Relations 	Academic Affairs
2. Improve/enhance communication with targeted constituencies.	<ul style="list-style-type: none"> ▪ Strong personal relationships with press through completion of personal visits to deliver news ▪ Brag Sheet for fast delivery of good news related to Gordon faculty, staff and students 	<ul style="list-style-type: none"> ▪ External Relations 	Faculty/staff
3. Continue to promote on-campus public events.	<ul style="list-style-type: none"> ▪ Attendance at events will increase 	<ul style="list-style-type: none"> ▪ External Relations 	Faculty/staff

Student Affairs – Admissions

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Work with Cabinet to define new enrollment goals.	<ul style="list-style-type: none"> ▪ Overall enrollment growth for first-time Gordon College students to meet or exceed 7.5%. 	<ul style="list-style-type: none"> ▪ Recruitment 	Student Affairs VPAA VPIA Paskill, Stapleton, and Lord Consulting Firm Faculty/Staff
2. Re-assess recruitment strategies and territory management based on enrollment expectations.	<ul style="list-style-type: none"> ▪ Review completion of targeted goals for applications, acceptances, and registered students. ▪ Review and revise proactive student contact to attain targeted goals. 	<ul style="list-style-type: none"> ▪ Recruitment 	Institutional Research Paskill, Stapleton, and Lord consulting Firm
3. Target recruitment strategies and territory management based on enrollment expectations.	<ul style="list-style-type: none"> ▪ Utilize proven strategies of recruiter contact by phone, in person, and via email as well as fully implement communications sequence to both recruits and applicants. 	<ul style="list-style-type: none"> ▪ Recruitment 	Institutional Advancement Computer Services Paskill, Stapleton, and Lord Consulting Firm
4. Continue to actively recruit for Honors Program and encourage ACCEL enrollment to raise student profiles and grade averages.	<ul style="list-style-type: none"> ▪ Complete and utilize Banner reporting and communications sequence to target Honors, ACCEL or potential students in these categories based on GPA and interests. ▪ Specific recruiter and faculty contact with select groups. 	<ul style="list-style-type: none"> ▪ Recruitment 	VPAA Institutional Advancement Faculty Computer Services Paskill, Stapleton, and Lord Consulting Firm
5. Modify enrollment management plan based on recruitment statistics.	<ul style="list-style-type: none"> ▪ Set semester enrollment goals based enrollment expectations and circumstances. 	<ul style="list-style-type: none"> ▪ Recruitment 	VPAA VPAA Faculty Computer Services Paskill, Stapleton, and Lord consulting firm

Student Affairs – Athletics

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Create additional opportunities for student participation by developing new competitive NJCAA sports on campus.	<ul style="list-style-type: none"> ▪ Women's and Men's Golf begins play in GJCAA Region 17. 	<ul style="list-style-type: none"> ▪ Recruitment ▪ Gordon College Foundation 	President's Office Student Affairs Public Information
2. Enhance and develop in-depth Athletic Policy and Procedure Manual.	<ul style="list-style-type: none"> ▪ Provide completed copy to coaches, staff, administrators and student-athletes. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	President's Office Student Affairs Financial Aid Controller/Business Office Human Resources Public Information
3. Find qualified staff with assistance from the GJCAA and the GHSA.	<ul style="list-style-type: none"> ▪ Develop pool of candidates for proposed positions. 	<ul style="list-style-type: none"> ▪ Recruitment 	Student Affairs Human Resources
4. Determine additional needs and sports through student input.	<ul style="list-style-type: none"> ▪ Survey student population for desired new opportunities. 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Gordon College Foundation ▪ Recruitment 	Student Affairs Academic Affairs Public Information
5. Emphasize academic success and provide assistance for all student-athletes.	<ul style="list-style-type: none"> ▪ Grade reports required three times a semester along with additional tutoring help from the Student Success Center. 	<ul style="list-style-type: none"> ▪ Curriculum ▪ Facilitate Important Student Transitions ▪ Recruitment 	Academic Affairs Student Success Center
6. Provide insight on leadership qualities needed in a student-athlete.	<ul style="list-style-type: none"> ▪ Create a Speaker's Forum targeting the traits of leadership. 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions ▪ External Relations ▪ Professional Community Service 	President's Office Student Affairs
7. Update all athletic facilities to strengthen playing and recruiting process.	<ul style="list-style-type: none"> ▪ Assess all athletic venues and recommend needed upgrades. 	<ul style="list-style-type: none"> ▪ Gordon College Foundation 	Facilities

Student Affairs – Counseling

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Expand the ways of contacting high schools regarding disability services.	<ul style="list-style-type: none"> ▪ Begin contact e-mails with Related Vocational Instructors (RVI) and high school counselors for area high schools. ▪ Continue contact e-mails with Related Vocational Instructors (RVI) and high school counselors for area high schools. 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions 	Off campus personnel in high schools
2. Increase efficiency of Student Employment Program.	<ul style="list-style-type: none"> ▪ Implement application procedures that allow students to apply completely on-line. ▪ Applications e-mailed to financial aid for verification Federal Work Study (FWS). ▪ Develop an on-line FAQ page (one for students and one for departments). 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions 	Academic Affairs Student Affairs Faculty/Staff
3. Facilitate Faculty/Staff knowledge of Counseling Center and services offered.	<ul style="list-style-type: none"> ▪ Email survey in Fall (October) 2008 and Spring (March) 2009. ▪ Track number of referrals and consultation requests. ▪ Monthly one page newsletter with different topics every month (email with link to website and view from there—like the Highlander). 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions 	Faculty/Staff
4. Update Counseling Services website.	<ul style="list-style-type: none"> ▪ Make more user friendly. 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions 	Computer Services
5. Set baseline data for the number of student contacts.	<ul style="list-style-type: none"> ▪ Survey information collected. ▪ Participant contact numbers tracked for counseling center and programs. 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions 	Student Affairs

Student Affairs – Financial Aid

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Implementation of Phase II of the Quality Assurance Program.	<ul style="list-style-type: none"> ▪ Full Implementation of the QA program. 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions 	

Student Affairs – Financial Aid

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
2. Conduct Quarterly Meeting with the Admissions and Registrar's Office.	<ul style="list-style-type: none"> ▪ Improved communication flow between departments. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	Admissions Registrar
3. Review Call Center Statistics on a monthly and annual basis.	<ul style="list-style-type: none"> ▪ Improve efficiency of Call Center. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	
4. Establish a baseline for completion of financial aid file.	<ul style="list-style-type: none"> ▪ Reduce processing time of financial aid files. 	<ul style="list-style-type: none"> ▪ Efficiency, Accountability, Sustainability 	
5. Develop a Financial Aid Fact Sheet for Learning Support Students.	<ul style="list-style-type: none"> ▪ Provide important information to Learning Support Students. 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions 	
6. Modify the Financial Aid webpage.	<ul style="list-style-type: none"> ▪ Improve functionality and appearance of web page. 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions 	Computer Services

Student Affairs – Registrar

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Measure Gordon College faculty, staff, and student expectations of Registrar's Office.	<ul style="list-style-type: none"> ▪ Conduct surveys to obtain information 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions ▪ Efficiency, Accountability, Sustainability 	Institutional Research Computer Services Academic Affairs Controller/Business Office Student Affairs
2. Utilize Banner functionality to increase service to students.	<ul style="list-style-type: none"> ▪ Implement letter generation for readmission process. Implement online transcript requests through Banner Web. 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions ▪ Efficiency, Accountability, Sustainability 	Computer Services
3. Implement Transfer Articulation.	<ul style="list-style-type: none"> ▪ Complete course equivalencies and testing 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions ▪ Recruitment ▪ Efficiency, Accountability, Sustainability 	Academic Affairs Financial Aid

Student Affairs – Residence Life

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Improve the application process.	<ul style="list-style-type: none"> ▪ Revise Residence Hall contract (web). ▪ Revise lease (web). ▪ Online deposit payment. ▪ Revise Housing Brochure series. 	<ul style="list-style-type: none"> ▪ Recruitment 	Computer Services Nelnet
2. Enhance campus life programming through assistance from faculty, staff, and the community.	<ul style="list-style-type: none"> ▪ Hosts Living Learning Community programs ▪ Implement tutoring in residence halls ▪ Utilize community resources 	<ul style="list-style-type: none"> ▪ Facilitate Important Student Transitions 	Faculty/Staff Barnesville and surrounding community
3. Improve and maintain housing facilities (policies and procedures).	<ul style="list-style-type: none"> ▪ Revise the Guide to Residence Hall Living ▪ Update Housing Webpage ▪ Coordinate joint-training sessions for staff/student workers ▪ Solicit and share student input from RHAT/RHSMT meeting 	<ul style="list-style-type: none"> ▪ Recruitment ▪ Facilitate Important Student Transitions 	Facilities Public Safety

Student Affairs – Student Activities

Unit Objective	Outcomes	Related Strategic Priority	Collaborators
1. Participation to increase 10% from the previous year – Goal 10,378.	<ul style="list-style-type: none"> ▪ Goal is to have 10,378 students to participate in activities. 	<ul style="list-style-type: none"> ▪ Recruitment 	Gordon College Students
2. To create a coffeehouse series for an event for the students.	<ul style="list-style-type: none"> ▪ To hold bi-monthly events at the coffee shop/café. 	<ul style="list-style-type: none"> ▪ Recruitment 	Residence Life SODEXHO
3. Implement Golf and Women's Basketball as Club Team Sports.	<ul style="list-style-type: none"> ▪ To have students on the team and play against other teams. 	<ul style="list-style-type: none"> ▪ Recruitment 	Athletic Director Golf Club Manager
4. Add a true "arcade" on campus.	<ul style="list-style-type: none"> ▪ Have coin-operated video game machines in the game room. 	<ul style="list-style-type: none"> ▪ Recruitment 	Arcade vendors Plant Operations Recreation Staff
5. Maintain an updated webpage.	<ul style="list-style-type: none"> ▪ To have a current webpage for each club that has a website. 	<ul style="list-style-type: none"> ▪ Recruitment 	Computer Services Club Advisors

Closing the Loop: Follow Through from 2007-2008 Annual Planning

Office of the President

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Complete Level II SACS accreditation.	▪ Completed.	▪ Complete required assessment in 2008-2009.	AA – 11, 12
2. Complete Alumni Center.	▪ Almost completed.	▪ Move offices in 2008-2009.	
3. Complete construction of Student Success Center.	▪ Complete August 2008.	▪ Staff Director of Student Success, move tutoring labs, testing labs.	AA – 7
4. Fully endow Faculty Staff Enrichment Fund.	▪ Within \$6K.	▪ Finalize and work with Staff Council and Faculty Senate to set up criteria.	
5. Complete new Master Plan for facilities.	▪ Completed.	▪ Develop programming for Nursing & Allied Health Building.	FAC - 1
6. Complete new Strategic Plan for the college.	▪ Consultant retained, infrastructure complete.	▪ Finalize plan September 2008.	IR – 5

Academic Affairs

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Implement well-documented procedures for program review and assessment.	<ul style="list-style-type: none"> ▪ The College Assessment Committee has established a program review process they are calling "Multi-metric Program Review." ▪ They also established a 4-year review cycle that will ensure that all two year programs receive this review once every four years. 	<ul style="list-style-type: none"> ▪ In Academic Year 2007-2008, the Division of Nursing completed this review. ▪ The assessment committee prepared a report with recommendations and returned it to the division. ▪ At this point, both Professor Cranford and Dr. Wheeler have responded to the report. Presently the President is adding his response. 	AA – 11, 12
2. Implement on-going quality enhancement initiatives.	<p>Progress has been made on each of the four "prongs" of the quality enhancement process.</p> <ul style="list-style-type: none"> - The Academic Literacy for the First Year committee has met and made recommendations. - Expanded orientation to include administration of the College Students' Expectations Questionnaire. - Create five learning communities for Fall 2008 including one "live and learn" community. - Created a First Year Experience course that is required of students who enter with three learning support requirements. 	<ul style="list-style-type: none"> ▪ An offer has been extended to a candidate to direct the Student Success Center of Gordon College. ▪ Four of five learning communities are filled as of this writing and the fifth should fill in the two remaining NSO. ▪ Though we may run short of the First Year Experience course in the last two NSOs, all students in the designated category have been accommodated to this point. 	AA – 12

Academic Affairs

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
3. Enhance the learning environment outside the classroom.	<ul style="list-style-type: none"> ▪ Charter and regulations for an Honors program have passed the College Senate and a director has been chosen. ▪ The Honors program when implemented will include many “out of class” learning experiences. ▪ The “live and learn” learning community has extensive “out of class” components built in it. 	<ul style="list-style-type: none"> ▪ Because of disappointing enrollments in the initial offerings of the honors program, we delayed implementation of the program until January 2009. ▪ In the meantime, the director of the honors program and the honors advisory program will: <ul style="list-style-type: none"> - Recruit out of Fall courses for two Spring honors sections - Prepare a brochure for use in Fall recruiting - Reconsider high school scores required for beginning the program and exit scores required to leave the program ▪ Professor Tony Pearson will be joined by his family in Gordon Commons A and will have responsibility for the first Live and Learn community. 	AA – 5, 6, 7, 12, 13
4. Develop programs which fully serve the educational needs of the community.	<ul style="list-style-type: none"> ▪ Four year programs in Early Childhood Education and Nursing have been approved by the University System of Georgia. ▪ Letters of Intent to establish four-year majors that prepare teachers in mathematics and biology are complete. Work has begun on similar documents for history. 	<ul style="list-style-type: none"> ▪ The Early Childhood program will graduate its first class in May 2009. ▪ The nursing major proposal passed another important hurdle when approved by the appropriate state agency in July 2008. ▪ Letters of Intent on additional four year majors are being held while we “take the political temperature” to determine if such proposals would be welcomed in Atlanta. 	AA – 1, 2, 3, 4

Finance & Administration – Auxiliary Services

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Update Comprehensive Housing Plan to respond to current campus needs.	<ul style="list-style-type: none"> ▪ Construction for Phase II Housing Completed August 2008. ▪ Marketing efforts completed and residence hall 95% leased. 	<ul style="list-style-type: none"> ▪ Demolition of Watson Hall to be completed Fall 2008. 	AUX – 1

Finance & Administration – Budgets

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Update the budget model to address funding issues on campus.	<ul style="list-style-type: none"> ▪ Continued review of current documents and overall process to ensure efficiency. ▪ Modified some of the dates to provide for a more analytical review. ▪ Opened budget hearings in order to have a more transparent process. ▪ Developed budget at a more detailed level to ensure more precise budgeting and accounting. 	<ul style="list-style-type: none"> ▪ Conduct annual review of budget process to ensure that it is efficient, effective, and meets the overall strategic objectives of Gordon College. 	BGT – 1

Finance & Administration – Controller/Business Office

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Update and Maintain the Business Procedures Manual.	<ul style="list-style-type: none"> ▪ Comptroller, in conjunction with an independent CPA, conducted a review of the BPM and added/modified sections dealing with Business Office procedures, internal controls and other areas that had been modified by the BOR. 	<ul style="list-style-type: none"> ▪ Annual Review will continue to be made and updates/modifications implemented as necessary. 	CBO – 1, 2, 3

Finance & Administration – Controller/Business Office

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
2. Conduct annual review of business affairs internal controls and audit procedures.	<ul style="list-style-type: none"> ▪ Annual review conducted and modifications made as necessary to ensure that the college has no audit findings. 	<ul style="list-style-type: none"> ▪ Automate as many processes/procedures as possible to minimize impact on customers. 	CBO – 1, 2, 3

Finance & Administration – Computer Services

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Expand wireless access on campus for faculty, staff, and students.	<ul style="list-style-type: none"> ▪ The installation of the wireless system is 92.5% complete with 37 out of 40 locations installed. ▪ The only remaining areas are Alumni Hall, Melton and Guillebeau Halls. 	<ul style="list-style-type: none"> ▪ Future areas contemplated for these services include: Annex, conference rooms, classrooms, greenspace. ▪ Determine need from Faculty/Academic Affairs for classroom access. ▪ Perform cost benefit analysis for greenspace access. 	CS – 4
2. Increase the number of buildings with Gigabit bandwidth.	<ul style="list-style-type: none"> ▪ The upgrade to buildings with gigabit bandwidth is complete with the addition of the Alumni House effective September 2008. 	<ul style="list-style-type: none"> ▪ Complete. 	
3. Keep the major business applications upgraded and current.	<ul style="list-style-type: none"> ▪ Upgrades completed in FY2008 include: AceWeb-Web interface for Community Education; Banner minor monthly updates; BossCars and Oracle upgrade; IRIMS_PS Incident Management; R25/S25 Minor upgrades; Gordon Web redesign. 	<ul style="list-style-type: none"> ▪ PeopleSoft upgrade postponed until October 2008. ▪ MS Office 2007 end of Spring 2008. 	CS – 1, 2, 3
4. Upgrade the Telecommunications System to either a PBX or VoIP system.	<ul style="list-style-type: none"> ▪ Installation of Updated Comdial PBX System completed Fall 2008. 	<ul style="list-style-type: none"> ▪ Complete. 	

Finance & Administration – Human Resources

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Provide employees with educational and training opportunities that support both career advancement and development of job related skills	<ul style="list-style-type: none"> ▪ Because of the USG's efforts toward creating a Shared Services Center with responsibility for Payroll and HR functions we have put on hold the creation of a staff position for training purposes. 	<ul style="list-style-type: none"> ▪ We will continue to review the procedures to be maintained in Human Resources to determine the types of functions required of this department. 	HR – 1, 2, 3

Finance & Administration – Facilities

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Maintain a campus that provides for the security of faculty, staff, and students and the availability of the college facilities for community use.	<ul style="list-style-type: none"> ▪ Added additional security personnel. ▪ Updated the Emergency Preparedness Manual with sections related to guns on campus and tested Gordon's new Emergency Notification System (GCENS). ▪ Contracted with a consultant to update our EP Manual and schedules for drills and tests of the systems for the campus. ▪ Purchased an emergency warning system located centrally on the campus along the pedestrian walkway. 	<ul style="list-style-type: none"> ▪ Will continue to add additional opportunities for the community through events such as the Southern Culture Series and scheduling of facilities by the Facilities Department. 	FAC – 1, 3, 4

Institutional Advancement – Alumni Relations

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Improve ease of communication with alumni.	<ul style="list-style-type: none"> ▪ Investigating lower cost alternative to net community with first step to use an email append service for database. 	<ul style="list-style-type: none"> ▪ Develop a series of email communications with alumni and develop social networking site. 	AR – 3
2. Bring alumni of varying age groups back to campus for an event.	<ul style="list-style-type: none"> ▪ Successful alumni weekend held in April 2008 with collateral developed and utilized. 	<ul style="list-style-type: none"> ▪ Continue spring weekend and further develop reunion events beyond the golden reunions. 	AR – 1

Institutional Advancement – Community Education

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Improve facilities scheduling.	<ul style="list-style-type: none"> ▪ Software purchased, campus-wide training completed. 	<ul style="list-style-type: none"> ▪ Complete. 	CE – 1
2. Improved use of Student Manager software.	<ul style="list-style-type: none"> ▪ Capability to register online initiated, but not in place. 	<ul style="list-style-type: none"> ▪ Ensure that online capability implemented. 	CE – 2
3. Increase staffing of department to better serve customers.	<ul style="list-style-type: none"> ▪ Research housed in CE building resulting in better customer-service. 	<ul style="list-style-type: none"> ▪ Look at hours of operation under possible flex-time options to further improve customer service. 	CE – 1
4. Increase economic development opportunities.	<ul style="list-style-type: none"> ▪ On hold. 		CE – 3

Institutional Advancement – Development

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Ensure that adequate money-management and gift processing procedures are in place to allow for prudent care of donations.	<ul style="list-style-type: none"> ▪ Staff hired in Business Office with responsibility to Foundation accounting; new procedures and processes in progress. 	<ul style="list-style-type: none"> ▪ Complete 	
2. Strengthen annual campaign.	<ul style="list-style-type: none"> ▪ Increases in participation and totals were realized. 	<ul style="list-style-type: none"> ▪ Establish goals and metrics for development office. 	DEV – 5

Institutional Advancement – Development

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
3. Develop new corporate and foundation support.	<ul style="list-style-type: none"> ▪ Corporations and foundations identified. 	<ul style="list-style-type: none"> ▪ Prepare formal proposals. 	DEV – 1, 3, 4, 5
4. Promote a climate of giving among current students.	<ul style="list-style-type: none"> ▪ Development officer met with SA, but did not establish for 2007-2008. 	<ul style="list-style-type: none"> ▪ Meet with SGA. 	DEV – 5

Institutional Advancement – Institutional Research

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Serve as a resource for SACS accreditation.	<ul style="list-style-type: none"> ▪ Annual documentation supplied. 	<ul style="list-style-type: none"> ▪ Provide annual planning documentation. 	IR – 5
2. Serve as a resource in developing baccalaureate programs.	<ul style="list-style-type: none"> ▪ BSN and ECE research supplied. 	<ul style="list-style-type: none"> ▪ Ongoing efforts for new baccalaureate programs. 	IR – 4
3. Assist with the development of new Strategic Plan.	<ul style="list-style-type: none"> ▪ Annual Planning process in place. 	<ul style="list-style-type: none"> ▪ Begin Strategic Planning process in September 2008. 	IR – 4
4. Serve as a resource to Faculty Senate Committees.	<ul style="list-style-type: none"> ▪ Ongoing. 	<ul style="list-style-type: none"> ▪ Continue to serve as a resource for Faculty Senate Committees. 	IR – 4
5. Complete requests in Gordon College's Annual Retention and Graduation Rates Improvement Plan.	<ul style="list-style-type: none"> ▪ Retention and analysis for current academic year completed. 	<ul style="list-style-type: none"> ▪ Provide yearly retention and graduation rates. 	IR – 1

Institutional Advancement – Marketing

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Effectively communicate to prospective students.	<ul style="list-style-type: none"> ▪ Recommendations of marketing study have been evaluated and are in process of implementation. 	<ul style="list-style-type: none"> ▪ Focus on messages of affordability, ease of transfer, student centered climate, strong academic program and the collegiate experience in print material and other collateral. 	MKT – 1

Institutional Advancement – Public Information

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Improve internal communications.	<ul style="list-style-type: none"> ▪ Highlander has continued, but monthly publication ineffective. 	<ul style="list-style-type: none"> ▪ Consider weekly distribution and change of format. 	PI – 2
2. Development of crisis communication plan.	<ul style="list-style-type: none"> ▪ Plan developed and implemented. 	<ul style="list-style-type: none"> ▪ Continue to tweak and monitor plan. 	PI – 2
3. Increase exposure in area press.	<ul style="list-style-type: none"> ▪ Ongoing. 	<ul style="list-style-type: none"> ▪ Continue to develop relationships with news reporters in Gordon College's service region. 	PI – 1, 2, 3
4. Increase communication with targeted constituencies.	<ul style="list-style-type: none"> ▪ Mail news releases to target constituencies. 	<ul style="list-style-type: none"> ▪ Continue to mail news releases to constituencies. 	PI – 2

Student Affairs - Admissions

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Increase enrollment of first year students by 5% over fall 2007 term.	<ul style="list-style-type: none"> ▪ Expected enrollment increase of 7.5% (111 students) over Fall 2007 term. 	<ul style="list-style-type: none"> ▪ Review territory management plan. ▪ Determine factors that impeded enrollment and registration. ▪ Revise territory management accordingly. 	ADM - 1
2. Utilize QEP/ CSXQ to target student expectations and recruit to those expectations.	<ul style="list-style-type: none"> ▪ Used CSXQ during NSO for second year. ▪ Received first set of compiled results. Results shared with Academic Literacy Task Force (ALTF) and AARRFA Committees. ▪ No action taken. 	<ul style="list-style-type: none"> ▪ Determine completion rate by students. ▪ Discuss at AARRFA and ALTF if information received is useful and how to disseminate information. 	ADM – 2, 3, 4 AA
3. Increase awareness of Gordon College's Early Childhood Education Program and other academic programs.	<ul style="list-style-type: none"> ▪ Flyers updated for ECE program. ▪ All academic information distributed by Admissions Counselors during travel. ▪ Attendance at Campus Visit Days for academic programs is strong (no data available). 	<ul style="list-style-type: none"> ▪ Meet with VPAA, Division Chairs RE: recruitment efforts for individual programs or focal point for department. 	ADM – 3 AA

Student Affairs – Athletics

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Develop existing and new athletic and club sports teams.	<ul style="list-style-type: none"> ▪ Men's Basketball will participate at the NJCAA level. ▪ Created game schedule to strengthen opportunities for women's basketball. 	<ul style="list-style-type: none"> ▪ Continue to support new sports and determine feasibility of current club teams. 	ATH – 1
2. Continue to improve and update Policy and Procedure Manual.	<ul style="list-style-type: none"> ▪ Provided completed copy to coaches and staff. 	<ul style="list-style-type: none"> ▪ Review and discuss all policies and procedures with coaches and staff. 	ATH – 2

Student Affairs – Athletics

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
3. Improve staffing in Athletics and Recreation.	<ul style="list-style-type: none"> ▪ Made new coaching assignment for women's tennis. ▪ Hired Aquatics Director for swimming pool. 	<ul style="list-style-type: none"> ▪ Create partnerships with the P.E. Department and Residence Life so career opportunities can be matched with athletics. 	ATH – 2
4. Solicit student input through surveys.	<ul style="list-style-type: none"> ▪ Continued to collect information on student interest for both athletics and recreation. 	<ul style="list-style-type: none"> ▪ Evaluate information and create programs designed to meet the needs of our students. 	ATH – 4
5. Monitor student-athlete and student-workers academic progress.	<ul style="list-style-type: none"> ▪ Study halls and progress reports were utilized to ensure academic success. 	<ul style="list-style-type: none"> ▪ Determine success of previous academic progress reports to strengthen future information and relationships with instructors. 	ATH – 5
6. Continue to develop Leadership Program.	<ul style="list-style-type: none"> ▪ Pushed the value of leadership in all aspects of practice/work to all athletes and student personnel. 	<ul style="list-style-type: none"> ▪ Develop mentoring program for freshmen student-athletes. ▪ Provide speakers to enhance leadership ability. 	ATH – 6
7. Maintain and Improve Athletic Facilities.	<ul style="list-style-type: none"> ▪ Revised and painted gym floor. ▪ Coordinated maintenance schedule for athletic field complex. 	<ul style="list-style-type: none"> ▪ Create area for outside basketball courts. ▪ Develop strategy for athletic improvements within the new master plan. 	ATH – 7

Student Affairs – Financial Aid

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Establish Quality Assurance Program for the Financial Aid Office.	<ul style="list-style-type: none"> ▪ Initial implementation is complete. 	<ul style="list-style-type: none"> ▪ Will continue with second phase of implementation. 	FA – 1
2. Establish benchmark data for goal-setting purposes.	<ul style="list-style-type: none"> ▪ Have established data for call-center. 	<ul style="list-style-type: none"> ▪ Will establish timeline for the completion of a financial aid file. 	

Student Affairs – Registrar

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Measure Gordon College faculty, staff, and student expectations of Registrar's Office.	<ul style="list-style-type: none"> ▪ In progress. 	<ul style="list-style-type: none"> ▪ Develop and administer survey instrument. 	REG – 1
2. Utilize outside resources to increase service to students.	<ul style="list-style-type: none"> ▪ Completed. 	<ul style="list-style-type: none"> ▪ Monitor usage of National Student Clearinghouse enrollment and degree verification services. 	REG – 2
3. Utilize Banner functionality to increase service to students.	<ul style="list-style-type: none"> ▪ In progress. 	<ul style="list-style-type: none"> ▪ Complete implementation of readmit communication plan and online transcript request. 	REG – 2
4. Image pre-computer records.	<ul style="list-style-type: none"> ▪ Suspended – funding request denied. 	<ul style="list-style-type: none"> ▪ None. 	
5. Implement Transfer Articulation.	<ul style="list-style-type: none"> ▪ In progress. 	<ul style="list-style-type: none"> ▪ Complete transfer course articulation. Complete testing of transfer articulation programs. 	REG – 3

Student Affairs – Residence Life

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Enhance communication process with students, faculty, and staff.	<ul style="list-style-type: none"> ▪ Online application installed. ▪ Revamped mail flow, reduced forms of contact from six to four. ▪ Overnight orientation-pending. ▪ Software-budget pending. 	<ul style="list-style-type: none"> ▪ Online application installed. Revisions made annually. ▪ Mail flow revamped complete. 	RL – 1
2. Expand programming that enhances academic, emotional and social wellness of students.	<ul style="list-style-type: none"> ▪ Created cultural activities, fitness activities, academic tutoring, and CPR information. ▪ Implemented LLC ▪ Teacher Education Floor. ▪ Nursing Floor. 	<ul style="list-style-type: none"> ▪ Completed programs. 	RL – 2

Student Affairs – Residence Life

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
3. Develop and improve department policies/procedures.	<ul style="list-style-type: none"> ▪ Department involvement in publications. ▪ Disciplinary tracking. ▪ Revised guide to residence hall living. ▪ Lease Agreement revisions complete. 	<ul style="list-style-type: none"> ▪ Continue to revise publications and residence hall guide. 	RL – 3

Student Affairs – Student Activities

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
1. Continue to provide activities/programs related to responses from student surveys.	<ul style="list-style-type: none"> ▪ The Student Activities Survey was conducted in April 2008 to see what types of activities students would want to see on campus. ▪ On-going input is given in the weekly CAB meetings by students who are in the club. 	<ul style="list-style-type: none"> ▪ By looking at the surveys, the Office of Student Activities will be able to determine what the students want/need therefore meeting their needs. ▪ Having students give their opinions during CAB meetings also ensures that we provide activities that they would like to participate in. 	STA – 1
2. Continue to contact faculty to see how to determine ways to enhance partnership between academics and student activities.	<ul style="list-style-type: none"> ▪ Talked with multiple professors to see what programs Student Activities could offer to relate to their classroom subject. 	<ul style="list-style-type: none"> ▪ Brought in speaker, John Perdue to give his speech on “An Education of a Harvard Guy.” ▪ Student Activities sponsored a table to honor Women’s History month. ▪ During Gordon Days, worked with the Gordon Ensemble to provide music during the carnival. 	STA – 1
3. To communicate more with the faculty and to personally invite their classes to the events pertaining to their subject matter.	<ul style="list-style-type: none"> ▪ The Office of Student Activities sent emails out to invite professors and their classes to certain events (Black History month: History professors, WAMPS: Theatre, English and Choral professors). 	<ul style="list-style-type: none"> ▪ By inviting professors in the targeted department for that particular event, it allowed us to gear events towards a more targeted audience making it more beneficial for the students in attendance. 	STA – 1

Student Affairs – Student Activities

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
4. Create open lines of communication with other departments on campus.	<ul style="list-style-type: none"> ▪ Worked with Theatre, Choral, Club Sports, Residence Life, and Recreation concerning their budget needs and purchase requisitions. ▪ Worked with portions of the Business Office to ensure that we were giving the students the best available. ▪ Assisted Institutional Advancement in getting students to assist with Alumni weekend. 	<ul style="list-style-type: none"> ▪ By creating open lines of communication with other departments on campus, it gave an overall sense of cohesiveness which in turn, made for a better environment. 	STA – 2
5. Increase student participation in events compared to 2006-2007.	<ul style="list-style-type: none"> ▪ 2006-2007 = 7400 students served. ▪ 2007-2008 = 9435 students served. 	<ul style="list-style-type: none"> ▪ By providing events that the students were interested in (from the results of the survey), we were able to increase in our overall attendance at events. 	STA – 1, 2, 4
6. Work with faculty to provide educational programs to coincide with course lectures.	<ul style="list-style-type: none"> ▪ Talked with multiple professors to see what programs Student Activities could offer to relate to their classroom subject. 	<ul style="list-style-type: none"> ▪ Brought in speaker, John Perdue to give his speech on “An Education of a Harvard Guy. ▪ Student Activities sponsored a table to honor women’s history month 	STA – 1
7. Create a more effective commuter carpool.	<ul style="list-style-type: none"> ▪ Created a self registration commuter carpool rack that was placed in the Business Office. This location was chosen due to the parking permits being sold there. Now the rack is located in the Public Safety office. 	<ul style="list-style-type: none"> ▪ During the 2006-2007 year when the students had to register through Student Activities, seven students were registered. By moving the rack to a more visible area in 2007-2008, we had 35 students sign up for the carpool. 	STA – 1

Student Affairs – Student Activities

2007-2008 Objective	Status	Follow-through	Related 2008-2009 Objective
8. Introduce commuter-focused activities.	<ul style="list-style-type: none"> ▪ During the fall 2007 semester, SGA held commuter appreciation events on the 4th Monday of every month at the corner of Stafford and College Dr. ▪ During the spring 2008 semester, SGA held a commuter input questionnaire on the 4th Monday of every month at the corner of Stafford and College Dr. 	<ul style="list-style-type: none"> ▪ Giveaways were geared towards the commuter. Giveaways were always something that they could grab “fast” on their way to or from class, a simple way to say “thank you” for being a student at Gordon College. ▪ Questions were asked of the commuters so the SGA could better meet their needs. ▪ Parking was one of the main concerns of the commuters. In turn the parking lots for commuters were moved closer (will start in Fall 2008). 	STA – 1