

Wells College Registrar's Office: Assessment Plan

Wells College mission statement:

The mission of Wells College is to educate students to think critically, reason wisely, and act humanely as they cultivate meaningful lives. Through Wells' academic program, residential atmosphere, and community activities, students learn to appreciate complexity and difference, to embrace new ways of knowing, to be creative, and to respond ethically to the interdependent worlds to which they belong. Committed to excellence in all areas of its reach, Wells College equips students for lifelong learning and for sharing the privileges of education with others.

The Five Institutional Goals of Wells College

- Provide an educational experience that supports students as unique individuals engaged in the study and practice of the liberal arts.
- Maintain an excellent faculty that is skilled in teaching, dedicated to rigorous intellectual development, and actively committed to pursuing new knowledge and learning strategies.
- Develop students' intellectual curiosity, analytical and critical capabilities, and aesthetic awareness and creativity.
- Provide a rich community environment that fosters awareness and sensitivity to social diversity and encourages responsible action in an interdependent world.
- Develop self-confident individuals who exercise sound judgment and have the knowledge and skills for thoughtful decision-making.

Student Program Responsibilities

- A student shall be held responsible for observing the requirements for the degree.
- To reinforce individual student responsibility for fulfilling the College objectives, including the core requirements, each sophomore, prior to registration for the junior year courses, will discuss with an advisor her or his educational goals within the context of the objectives of a liberal arts education.
- Every student arranges her or his program and semester schedule in consultation with a faculty advisor. Prior to registration for the junior year courses, a student shall have decided upon a major in a discipline or including a discipline in which she or he has taken or is taking course work. In arranging the degree program, the student, with faculty advice, should see that the plans provide for fulfillment of the College objectives and requirements, including those of the major field. If any deviation in meeting any of these requirements is anticipated, the student must file a petition with the dean of the college.
- A student is expected to use clear and idiomatic English in all classroom work and examinations. If found deficient in this respect, the student may be required to take extra work in English composition or speech under the direction of the English faculty and Writing Center. This extra work shall not count toward the degree.

The Registrar's Office provides the following types of information and services, in addition to others:

- Preparation and dissemination of curricular materials for faculty to propose new courses, make changes to majors/minors/courses.
- Preparation of the course schedules and registration.
- Maintenance of students' academic records to insure that they are safe and accurate.
- Maintenance of class rosters, student schedules, grade rosters and grade reports to insure accuracy.
- Provide timely and accurate listings for students to use in planning their educational goals.
- Provide a friendly registration experience and assist students in the petitioning process for special circumstances.
- Preparation and dissemination of the final exam schedule.
- Student schedule maintenance (drop/add, withdrawal, petitions, etc.).
- Input of OCS grades for Wells and non Wells students.
- Preparation of student transcripts for faculty advisors, current students and alumni.
- Preparation of transfer credit evaluations, posting of transfer credit.
- Evaluating and recording other types of advanced standing credit (AP, IB, CLEP, etc.).
- Annual revision of the academic section of the college catalog.
- Preparation and dissemination of degree audits, certification for graduation.
- Determination and posting of academic standing and honors; preparation of the "Registrar's List" for review by ASA.
- Determination and posting of the Dean's list
- Veteran's Affairs certifications.
- Institutional research functions, including completion of IPEDS (federal), NYSED (state) reports, as well as various other reports and surveys.

Goals

1. Assist students during their journey in terms of choices they make for their educational path.

We provide a friendly registration experience to students. Students have access via the globe to course schedule, unofficial transcript and more. There are useful documents and forms that can be downloaded from the globe. We post the important deadlines on the globe. We remind students where to find those documents and also that they bear the responsibility of their academic choices and progress. We always refer students to our college catalog where they can find written rules and policies.

2. Ensure the timely and accurate updating of the academic sections of the college catalog, including sections that rely on faculty input.

This process has been improved as we are now able to ask faculty to make changes via email. However, we still need to proofread the catalog carefully and make sure that it is error free.

3. To provide high quality, efficient and courteous academic-related services to students and faculty

We make sure that all phone calls during office hours are answered. All email inquiries are handled as quickly as possible. However, despite our effort to provide on the globe and the website answers to the frequently asked questions such as information how to request a transcript, we feel that people are still not comfortable to navigate both the globe and the college website. Our hope is that the college will invest in making the globe and the website, so they can be user friendly.

4. Request for official transcripts are processed within three business days of receipt.

We process transcript requests on Tuesdays and Thursdays. We can say with confident that we have met this goal. The Assistant Registrar has been exceptionally good at meeting this commitment. When she is not in the office, the Registrar makes sure that transcripts are processed and sent.

5. All required IPEDS, NYSED and other reports are completed accurately on or before the established deadlines.

As we are working more efficiently with other offices that supply information, we have met this goal. We have also benefit greatly from different IPEDS workshops we have attended in terms of understanding the mechanisms of filling IPEDS surveys. The only time the NYSED reports were not submitted on time, it is when the NYSED website was down for several weeks in December 2012.

6. Efficient and effective communication with Faculty and Student

This is an important goal as we would like to reduce to the minimum cases of misinformation or lack of information. Often, students or faculty will miss deadlines because they did not receive the information or they did not understand how important the deadline was. We would like to do our part in terms of providing the information to the community. At the beginning of each semester we make available the “Important dates” sheet where all deadlines are highlighted. We also make available in a timely fashion the final exam schedule, so people can plan accordingly.

We have decided to set up an “Announcements and Deadlines” section on the globe that we update regularly. Also, we send several reminders to both faculty and students to make sure those deadlines are respected.

7. Clear and unambiguous language in the catalog

Some languages in the catalog are ambiguous or do not match what it is in the Faculty manual. We worked over the summer with two faculty members who are revising the Faculty manual to make sure that there is no discrepancy between what is in the catalog and what is in the Faculty

manual. Additionally, some rules in the catalog are vague and open to multiple interpretations. I am working with ASA to straighten them out.

8. Student and Advisors' responsibility on building schedule

Our goal is to make sure that Advisors understand the importance of their role as guide to help students build their schedule. Also, we want student to rely on their advisors with questions related to the courses schedule and plan for graduation. We ask that students get clearance from Advisors before registering for classes.

9. To provide high quality degree audit in terms accuracy and in a timely fashion

Our goal is that each member of the senior class understands where they stand in the beginning of their last academic year at Wells. In order to achieve this goal, we prepare the degree audits for the senior class during the summer and send a copy to the student and the advisor on the first week of classes. This process is time consuming and required a lot of attention to details on the part of the Registrar's office. We hope to have the advising module fully running so it can assist in preparing more accurate and error free degree audit.