

Office of Enrollment Management

Unit Plan

FY 2009-2010

Final Update

Initiatives		Status
1 Student Financial Assistance		
1	Financial Assistance Processes - review financial assistance processes for adult studies programs.	On Going
2	Prepare an SNU Financial Aid Guide for incoming freshmen - paper and web	In Progress
3	Improve communication link with Admissions through AS400 to Prospect Display	To be completed by November, 2009
2 Office of the Registrar		
1	The registrar's office will update policies and procedures manuals into a more user-friendly format and placing them in the electronic file as well	Completed in Spring of 2009, electronic format still needs work
2	Recommend physical improvements to the office space: new carpet, check for mold, dehumidifier, check for water leaks	Mold cleared in January, leaks are currently being investigated, carpet is still ripping in places
3	Scanning of gradebooks to be complete	Oct-09
4	Review the efficiency of current computer programs and its effect on productivity.	On Going
5	Train recruiters in transferability of credits and work with department chairs to streamline the process for transfer students	Summer 2009
3 Office of Undergraduate Admissions		
1	Stabilize the core constituents-South Central Nazarenes	On Going
2	Grow Oklahoma	On Going-Name purchases, high school visits, and church visits should reflect this emphasis

	3	Penetrate the OTN market in Oklahoma, Dallas Metro and Houston	On Going-Hired a recruiter to live in the Dallas Metro Fall 2007-review Fall 2009 numbers; consider adding recruiter for OTN market opportunities - Fall 2009; and hired a recruiter in Summer, 2008 to recruit the TOLD area and South Texas
	4	Expand the recruiting efforts directed to transfer students	Fall, 2009 Hire a recruiter to work specifically with transfer students
	5	Develop a system for reviewing the acceptance of provisional students (18 or below ACT test score)	Fall, 2009 Started collecting data beginning Jan 2009.
4 Intercollegiate Athletics*see next tab			
	1	Eligibility and Academic Oversight	On Going
	2	Mobilize our Ath. Staff for community service	Ongoing
	3	Train and create opportunities for Ministry with Coaches and Athletes	Ongoing, with new online training for coaches to be completed Fall 2009
	4	Improve Coach and Staff Communication	Ongoing, with target dates for Employee Evaluation and Athlete Handbook for Fall 2009
	5	Athletic recruiting and program extension	Ongoing with some new initiatives, Fall 2009