

Date Received \_\_\_\_\_

**Assessment Report Form  
Edison State College**

1. Assessment Project Report:

|                                |  |
|--------------------------------|--|
| Program                        | Office of the Registrar                                  |
| Department                     | Student Services   |
| College                        | Edison State College                                     |
| Program Assessment Coordinator |  |
| Academic Year                  | 2009/2010  |
| Report Submitted by            | Billee Silva   |
| Phone/email                    | <a href="mailto:bsilva@edison.edu">bsilva@edison.edu</a> |
| Date Submitted                 | 12/01/2010   |

2. According to the Assessment Plan, what were the planned assessment activities to be conducted during the Academic Year? You may want to copy and paste from this program's assessment plan.

| Which outcomes for this program were measured? | How did you measure the outcomes? | What results did you expect?                            |
|--|-----------------------------------|---|
| Ensure compliance with FERPA regulations.      | Student Satisfaction              | Increased Faculty/Staff awareness of FERPA regulations. |

3. Results, conclusions, and discoveries. What are the results of the planned activities listed above? What conclusions or discoveries were made from these results. Describe below or attach to the form.

|   |
|---|
| Enhance faculty, staff and student awareness of FERPA regulations by developing a comprehensive marketing plan for the College which would include a FERPA brochure, webinars and video. Currently, students and faculty are notified of FERPA regs via emails each semester. |
|---|

4. Use of Results. What program changes are indicated? How will they be implemented? If none, describe why changes were not needed.

|  |
|--|
| During the next year, the Registrar will work with the Office of Human Resources to create a brief quiz to administer to faculty and staff at new employee orientation. In addition, a FERPA manual and quiz will be posted to the portal. |
|--|

5. Dissemination of results, conclusions, and discoveries. How and with whom were the results shared?