

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
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Date Submitted	

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?
Maintain accurate data files to report to the State and Federal Government.	Comparison of data reported from previous terms.	Less errors

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.

The Office of the Registrar has taken proactive measures to run Student Data Based error lists from the SIS on a monthly basis rather than at the end of the semester. As a result, data entry mistakes have been detected sooner and staff is continuously retrained.
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4. Use of Results. What program changes are indicated? How will they be implemented? If none, describe why changes were not needed.

Results of the monthly Student Data Based error list are used to assess staff success in reaching performance goals and maintain accurate data files. Consequently, processes have been re-engineered, work flows have been developed and continuous training

sessions with staff have been implemented.

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

Admission and Registration staff meetings