2012-13 tasks

Function	July – Sept 2012	Oct – Dec 2012	Jan – March 2013	April – June 2013	July – Sept 2013
Accreditation (co-lead with SW)	• Completion of 1st cycle of Core Theme data gathering and analysis • Compile changes from the analysis • Begin quarterly FTE reporting to ELT	• Accreditation self-evaluation report • Steering Committee member	• Finalize self-evaluation report • Prep for April visit	• NWCCU visit • Plan for celebration	• Attend NWCCU meeting to hear results of visit
Financial aid (with KH)	• Insure all policies and procedures in place for audit of 1st year awarding—specific date tbd • Insure Clery Act requirements all in place • Complete paperwork for Kella to be Financial Aid Director	• Procedure developed for Gainful Employment reporting for certificates on an annual basis • 1st Submission for Gainful Employment for all one year certificates • Completion of annual reconciliation			
Registrar (with Dawn)	• FTE Audit training for Dawn • Roll out Document Imaging to Business Office (in progress) • Degree audit system set up completed • Roguenet Graduation module set up completed • Admin View reports—functioning for CGCC	• Begin testing degree audit software • Start process to process paper official transcripts	• Begin process to have EDI (electronic transfer of official transcripts) functioning • Set up reporting for National Clearinghouse • Processes in place for transferring in credits and evaluating military credits	• Test EDI • Paper process for printing official degrees and certificates in place • TES up and running	• Fall term start official records—work with Rogue to "ignore" previous coursework in the system and count it as transfer credits • Transition to "+/-" grading in Roguenet

Function	July – Sept 2012	Oct – Dec 2012	Jan – March 2013	April – June 2013	July – Sept 2013
Institutional Researcher	• July—OCCURS quarterly reporting • August—annual Student Profile completed • August—begin process for SENSE survey • September—annual I.E. indicators report completed • Start as lead for IAC • Ongoing thru year: Achieving the Dream data/committee, Achievement Compact data, etc. • Ongoing: Update web data • Data files from Karen to Kristin • Quarterly reporting of FTE status from year to year	• Recommendations for changing standard reporting • Assist with annual Gainful Employment reporting for financial aid • October—IPEDS fall reporting • October—administer SENSE survey • October—annual Crime Statistics reporting	• Baldrige overview • February—IPEDS winter reporting • February-- OCCURS quarterly reporting	• April—IPEDS spring reporting • April-- OCCURS quarterly reporting	• Report to CGCC President's office • July—OCCURS quarterly reporting • August—annual Student Profile completed • August—begin process for SENSE survey • September—annual I.E. indicators report completed •
Veteran's Benefits			• Connect with state re uploading links • Determine who does "certifying"	• Test awarding/shadowing with PCC	• Start process with students to be ready for fall certifying
Initiative participation: • Achieving the Dream • Win-Win • Title III	• Ongoing • Finalize Title III budget for 12-13 federal year	• Ongoing	• Ongoing	• Ongoing	• Ongoing
PCC Relationship				• Prep for "decoupling" systems	• "Decouple" systems—registration, course, etc.