

NMHU Unit Strategic Planning: FY21 Plan  
 Unit name: Office of the Registrar  
 VP / Dean / Chair / Director / Lead: Henrietta  
 Romero, Registrar  
 Date submitted: September 16, 2021

PLAN - Unit Goals / Objectives										
Unit	Unit / Department Objective	Purpose of Objective	SP Goal 1	SP Goal 2	SP Goal 3	SP Goal 4	SP Goal 5	Status (New or Ongoing)	Timeframe	Measureable outcomes
Registrar	Parts of Term calendar development for Schedule development	To provide departments with acceptable course offering dates in each semester as they relate to student needs and development of the class schedule each semester			X	X		Ongoing	Continous	Review of course changes respective to dates and times from initial publication of the schedule
Registrar	Implementation of catalog software to support the publication of the university catalog and handbooks	To streamline and provide a work-flow system to handle program and other necessary changes in the university catalog and handbooks		X		X	X	Ongoing	To be developed in AY21-22	Successful implementation of software to handle changes from AAC, Faculty Senate, BOR and other bodies for catalog and handbook publications
Registrar	Develop unit Standard Operating Procedure (SOP)	To create a document for the unit that identifies the necessary standard operating procedures for future use by current and new members of the unit		X	X		X	New	Continous	Implement a standard operating procedure in the Office of the Registrar to allow for documented knowledge of processes and functions for new and existing members of the unit
Registrar	Develop a strategy to improve the services from the unity to better support the current and future activities of the university	Ensure that the Office of the Registrar has adequate resources to continue to effectively support the university			X	X	X	New	End of AY22	Development of a proposal to potentially add new resources to the department for improved service to the univeristy community
Registrar	Launch of Transfer Evaluation System (TES) in BETA to the university communtiy for use by potential transfer students	To provide clear articulation of course acceptance in transfer from NM institutions into NMHU degree programs	X	X		X	X	Ongoing	End of Fall 2021	Successful launch of TES in BETA with current articulation agreed with institutions and their curriculum as it fits within the NMHU programs

DO - Implement Plan		STUDY - Assessment			ACT - Improve
Action(s)	Budget implication	Status (Met, Ongoing, Stop)	Outcome(s)	Challenge(s)	Improvement(s)
Provide departments the parts of term calendar at the time the call for schedule is issued to departments on a semester basis	None				
Work with ITS and other campus partners to get the software purchased and implemented	200K				
Collaborate internally to develop the SOP	None				
Create a strategy that shows the needs of the department to better support the university and identify the personnel and technology resources required for this	Minimal if restructure can occur within the unit to determine the best use of resources				
Publish the TES online for students and market the tool for use by new transfer students	Costs already part of the Registrar Budget				