

REQUESTER / SPONSOR INFORMATION

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A statement of sponsor support should accompany all project requests and must be received by the proposal deadline.

PROJECT INFORMATION

Title Graduate Admissions Work Flow with On Line Letter of Recommendation

Level Multi-Division / College **Type** New **Application**

Purpose

The problem of Graduate Admissions is a multi-step process (see attached work flow diagram) involving one full-time staff and several student assistants in the Admissions office, and 13 different Academic departments with unique requirements and procedures (see attached document outlining the deadlines by department). We process on average, 400 applications a year (2005 - 2011). In Fall 2011, 67% of Admitted students, actually enrolled in classes. There is currently a potential for delays in application processing since Admissions and academic departments are both tracking requirements and since there is currently very little consistency overall in Graduate Admissions. Transcripts, Letters of Recommendations, portfolios, test scores, application information can all arrive in either Admissions or an academic department or both, and often are sent back and forth across campus by campus mail, fax, or hand-delivered. Committees in each department review applications and make decisions, which are sent back to the Graduate Admissions staff for entry into Peoplesoft. Given the commitment of staff involved in this complex process, it works. But it does not need to be so disconnected spatially and temporally.

affects Graduate Admissions, Academic Departments, Graduate Studies, graduate admissions enrollment targets (potentially). According to the Enrollment Management Group, HSU graduate programs have the capacity to increase the number of students without needing to hire more faculty. There is a potential for a more efficient admissions process to bring in more students by speeding up the application processing time.

the impact of which is Increasing the efficiency of a de-centralized process makes sense and will make the student experience more seamless and decisions can be made in a timely manner.

a successful solution would be Integrating NOLIJ and Graduate Admissions will reduce staff time in processing applications, facilitate committee review of a student's whole file, without having to make multiple copies, and allow HSU to notify applicants earlier of our decision.

Alternatives Business as usual.

Alignment with Strategic Objectives With 13 academic departments across campus, a graduate admissions office, multiple deadlines and varying procedures and requirements, there is much room for improving efficiency. NOLIJ workflow allows for automatic notification when an application is ready for the next step in the process. And, it all can happen in one place, your desktop with an "Inbox". It is the long-term goal of Admissions and Records to work in a paperless environment. This is phase two of our implementation.

Deadline Date Sept 3, 2012 **No Hard Deadline**

Deadline Reason September 2012 has been chosen to be ready for the Fall 2013 Application opener on October 1, 2012.

Two significant challenges exist for this Project. One, developing a unified time line for all graduate programs. This will greatly simplify the set-up for the work flow if all steps in the process (LOR, application, test scores, decisions by department, etc) have the same deadline, and it will make the

Considerations / Dependencies	applicants' experience easier to navigate. Two, will be to develop an On-line Letter of Recommendation. I am currently researching possibilities and have two very likely sources, CSUMentor (XAP) and Terra Dotta (Studio Abroad) for which HSU already has a license. I received a proposal from XAP today and will run it by Gary Noar for his feedback. I will also look it over myself. Finally, there is an opportunity to benefit from an existing Project (Admissions Workflow) where code and processes will be available to modify for Graduate Admissions, instead of having to create from scratch.					
Resources	Admissions, Graduate Studies and all Graduate Departments. ITS staff who have a technical grasp of NOLIJ will play a central role.					
Estimate (Hard Costs Only)	Initial	<input type="text" value="\$5,000"/>	On-going	<input type="text"/>	Budgeted	<input checked="" type="checkbox"/>
<i>Comments</i>	Scanners are generally needed but are already in Admissions. The \$5,000 is an intitial proposal from XAP. I will schedule a preview with Terra Dotta to deliver an on line LOR if needed. I already have a contact person with that company.					
Affected System / Module	<input type="text" value="Peoplesoft"/>					
Other	<input type="text"/>					

Email completed project request form and written indication of support from the project sponsor to the ITS Project Office at itspo@humboldt.edu

From: Scott K. Hagg [mailto:Scott.Hagg@humboldt.edu]
Sent: Sunday, March 11, 2012 7:36 PM
To: Melinda Haynes Swank
Subject: Statement of Support for Admissions Office

The Office of Admissions was approved in the last round of project proposals to transition our application process to a paperless format. We did not realize at the time the additional work necessary to also include the graduate admissions application process. By moving to a paperless format, it will improve the efficiency of evaluating applications by graduate departments after the admissions office receives all of the necessary documentation.

Similarly, the International Office evaluates all international applications but the materials are received by the Admissions Office. Transitioning to a paperless system will increase the efficiency of evaluating the files once complete.

Much of the groundwork has been completed for both of these proposals due to the current project in progress to move the transfer application process to NoliJ. I am confident both of the projects can be fully implemented during Fall 2012 and have my full support.