Sinte Gleska University
Institutional Jenzabar Management Plan
June 1, 2016

☐ Implement Module Manager's Group

- o Determine process gaps
- o Set priorities to fill process gaps
- o Set direction for institutional growth in data management capacity

☐ Decentralize Jenzabar Module Responsibilities from MIS

- o Schedule training for Modules
    - ▪ Assess departmental needs (by module)
    - ▪ Schedule training hours according to departmental needs (by module
    - ▪ Cross train related modules
- o Determine process for requesting and tracking Jenzabar access
- o More fully implement JICS as user interface
- o Regularly attend JAM

☐ Schedule InfoMaker Training – internally onsite for module managers

☐ Schedule Intermediate InfoMaker Training – for identified super users

Module Management

Admissions

In order to move the university toward more intentional increase of student enrollment, admissions is designed to support recruitment in the following ways:

- Send letters to graduating seniors to complement recruitment efforts
- Enter potential and new student information
- Ensure that all student files are complete; missing requirements that are displayed on JICS
- Promote movement from student "inquiries" to "admissions" using the "letters" function in Jenzabar
- Connect potential students to advisors early in the admissions process
- Track student entrance examination scores
- Develop predictive model for promoting growth in enrollment

Advising

In order to help the university be more intentional in its retention efforts, advising is designed to support Registrar and faculty in the following ways:

- Update course AIMs as courses change
- Manage degree trees for the institution (annual process and as degree programs are updated)
- Provide information about student needs for courses to inform course scheduling
    - ☐ Assist faculty with student advising worksheets as needed

MIS

- Database
  - Manage permissions
  - SQL supporting and reporting
- JICS
  - Web interface
  - Manage CRMs
  - Online Education
- System
  - Backups
  - System Updates

Admissions

- Enter new students
- Ensure files complete
- Assign degree interest

Development

- Track graduates?
- Manage major gifts

Advising

- Maintain degree trees
- Manage advisors and advisees

Registration

- Manage student progress data
- Coordinate course schedules
- Assign advisors
- Official student data keeper

Human Resources

- Payroll
- Personnel

Student Life

- Track student activities

Financial Aid

- FAFSA
- Calculate student need
- Federal Title IV guidelines
- (Who disburses FA?)

- Purchasing
- Accounts Payable
- Accounts Receivable
- Fixed Assets
- Budgeting

Business Office