

## **Keene State College Strategic Plan Initiative Proposal**

1. **Title of Initiative:** Exploring the move toward “paperless” admissions process.

**2. Provide a statement of the problem, need or opportunity.**

We currently provide students with information on the web – the ability to schedule an appointment online with a confirmation mailed directly to their e-mail address – and the ability to apply for admissions online. From this point on they are required to request the transcript and recommendations be sent in paper from their high school. The possibility exists for high schools and students to work collaboratively on sending the supporting documents electronically to KSC. With the increased use of technology we can expect that certain students are going to expect this service.

**3. Describe the Proposed Initiative.**

To explore the possibility of managing, receiving and organizing applicant materials electronically – beyond the online application. The conclusion of this study would include recommendations for implementation for summer 2008.

**4. Indicate the ways the proposed initiative reinforces mission and values, and supports strategic goals and/or evaluative criteria (see attachments or Planning Council web site**

**<http://www.keene.edu/planning/>).**

4a – helps attract and/or retain students

5a – Makes efficient and/or effective use of human, technological or facility resources

7a – Meeting the needs of non-traditional students, service availability

7c – increasing demands on student services by students and parents

**5. Describe action steps – who will do what and when (this can be multi-year steps)**

- A. Consult with Information Technology group, student financial services, and other USNH institutions
- B. Research companies offering services
- C. Consult with guidance community – especially in NH public schools – their concerns for electronic transfer of official documents
- D. Consult with various groups and offices on campus in regards to paperless process. Explore how this would affect their processes. The possibility exists for this to be provided as a service to high schools but KSC continues with paper files as well.
- E. Invite vendors on campus for initial presentations of services offered
- F. Decide to move forward to year two which would include Request for Proposals and implementation of process.

**6. Estimate impact on revenue and/or expenditure of the proposed programmatic change. Describe funding sources and whether additional funding is required. If applicable, use the attached Initiative Financial Worksheet.**

No funding required for year one study of proposal

If decision is made to move forward with implementation of accepting documents electronically - additional funding of \$10,000 would be required for an annual cost.

**7. Identify outcomes of the initiative and how it will be measured or documented.**

Measure the satisfaction of our prospective students. Each year we ask students about the application process and how efficient they felt the process to be. We could expect that students would refer to the ease and efficiency of applying online and submitting supporting documents electronically as well.

With the increased use of technology, prospective students are going to begin expecting services such as this.

**Department Title:**  
**Submitted by (Name of Chair/Dean or Director):**  
**Brief Title of Initiative Modeled Below:**  
**Submission Date:**

**Financial Projection for This Initiative -  
 Total New Dollars For Each Year vs FY07  
 Baseline Year of \$0**

	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	
<b><u>Revenues</u></b>				
Net tuition:				
Undergraduate				
Graduate				
Summer Session				
Fees				
Indirect cost recovery				
Restricted Gifts/Endowment Earnings				
Transfers In or Other Misc Revenue				
<b>Total Revenue</b>	-	-	-	no entry-formula
<b><u>Expenses</u></b>				
Faculty, PAT, OS Sals & Wages <sup>1</sup>				
Full Fringe Benefits on Amount Above	-	-	-	no entry-formula
Complementary Salaries & Wages <sup>1</sup>				
Partial Fringe Benefits on Amount Above	-	-	-	no entry-formula
Student Labor				
Support:Travel, Supplies, Print, Copy, Postage, Repairs, Services, Telecom, Misc				
Equipment ≥ \$5000 each				
Specialized items--Financial Aid, Allocated Charges, Library Acq, Utilities				
Transfers out				
<b>Total Expenses</b>	-	-	-	no entry-formula
<b>Net Revenue/Expense</b>	-	-	-	no entry-formula

<sup>1</sup>For Salaries & Wages - Include a 3.5% inflation factor in each subsequent year