



Lander University: Unit/Program Review Report

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| UNIT/PROGRAM NAME | Financial Aid |
| OFFICE OF PRIMARY RESPONSIBILITY | Office of Financial Aid |
| ASSESSMENT COORDINATOR | Fred Hardin |
| SUBMISSION DATE OF THIS REPORT | February 28, 2009 |

I. **UNIT/PROGRAM GOAL:** Comply with reporting requirements, and funding requests, or federal, state and financial aid programs

| Strategic Goal Supported | | 5. Accountability |
|---|-----|--|
| Indicator of Success or Student Learning Outcome | 1. | Submit annual Fiscal Operations Report and Application to Participate (FISAP) report by Oct. 1 each year |
| | 2. | Submit July Common Origination and Disbursement (COD) report to US Department of Education (ED) by then end of the month |
| | 3. | Submit August COD report to US Department of Education (ED) by the end of the month |
| | 4. | Submit September COD report to ED by the end of the month |
| | 5. | Submit October COD report to ED by the end of the month |
| | 6. | Submit November COD report to ED by the end of the month |
| | 7. | Submit December COD report to ED by the end of the month |
| | 8. | Submit January COD report to ED by the end of the month |
| | 9. | Submit February COD report to ED by the end of the month |
| | 10. | Submit March COD report to ED by the end of the month |
| | 11. | Submit April COD report to ED by the end of the month |
| | 12. | Submit May COD report to ED by the end of the month |
| | 13. | Submit June COD report to ED by the end of the month |
| | 14. | Submit Fall report to SC Commission on Higher Education (CHE) by October 31 each year |
| | 15. | Submit Spring report to SC CHE by March 31 each year |
| | 16. | Submit Summer (annual reconciliation) report to SC CHE by June 20 each year |
| | 17. | Submit Fall report to Center for Educator Recruitment, Retention, and Advancement (CERRA) by Sept 29 each year |

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| | 18. | Submit Spring report to CERRA by February 28 each year | | | |
| | 19. | Submit Reports to the Lander University Foundation as requested by donors or auditors | | | |
| Assessment Instruments and Frequency of Assessment | | Instrument | | Frequency | |
| | 1. | FISAP report and COD reports | | FISAP: Annually; COD: Monthly | |
| | 2. | FISAP report and COD reports | | FISAP: Annually; COD: Monthly | |
| | 3. | FISAP report and COD reports | | FISAP: Annually; COD: Monthly | |
| | 4. | FISAP report and COD reports | | FISAP: Annually; COD: Monthly | |
| | 5. | FISAP report and COD reports | | FISAP: Annually; COD: Monthly | |
| | 6. | FISAP report and COD reports | | FISAP: Annually; COD: Monthly | |
| | 7. | FISAP report and COD reports | | FISAP: Annually; COD: Monthly | |
| | 8. | FISAP report and COD reports | | FISAP: Annually; COD: Monthly | |
| | 9. | FISAP report and COD reports | | FISAP: Annually; COD: Monthly | |
| | 10. | FISAP report and COD reports | | FISAP: Annually; COD: Monthly | |
| | 11. | FISAP report and COD reports | | FISAP: Annually; COD: Monthly | |
| | 12. | FISAP report and COD reports | | FISAP: Annually; COD: Monthly | |
| | 13. | FISAP report and COD reports | | FISAP: Annually; COD: Monthly | |
| | 14. | Reports to CHE | | Each Term and Annually | |
| | 15. | Reports to CHE | | Each Term and Annually | |
| | 16. | Reports to CHE | | Each Term and Annually | |
| | 17. | Reports to CERRA | | Each Term | |
| | 18. | Reports to CERRA | | Each Term | |
| 19. | Lander Foundation Reports | | Annually | | |
| Expected Outcome of Indicator of Success or Student Learning Outcome | | Met (3) | | Partially Met (2) | Not Met (1) |
| | 1. | Continued participation in the federal aid programs | | | |
| | 2. | Continued participation in the federal aid programs | | | |
| | 3. | Continued participation in the federal aid programs | | | |
| | 4. | Continued participation in the federal aid programs | | | |
| | 5. | Continued participation in the federal aid programs | | | |

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| | 6. | Continued participation in the federal aid programs | | | | |
| | 7. | Continued participation in the federal aid programs | | | | |
| | 8. | Continued participation in the federal aid programs | | | | |
| | 9. | Continued participation in the federal aid programs | | | | |
| | 10. | Continued participation in the federal aid programs | | | | |
| | 11. | Continued participation in the federal aid programs | | | | |
| | 12. | Continued participation in the federal aid programs | | | | |
| | 13. | Continued participation in the federal aid programs | | | | |
| | 14. | Continued funding of state funds at levels allowed by the state budget | | | | |
| | 15. | Continued funding of state funds at levels allowed by the state budget | | | | |
| | 16. | Continued funding of state funds at levels allowed by the state budget | | | | |
| | 17. | Continued funding of state funds at levels allowed by the state budget | | | | |
| | 18. | Continued funding of state funds at levels allowed by the state budget | | | | |
| 19. | Compliance | | | | | |
| Summary of Data Collected | | 2006-2007 | 2007-2008 | 2008-2009 | | |
| | 1. | 09/29/07 | 09/30/08 | | | |

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|--|-----|---|----------|----------|--|--|--|
| | 2. | 07/02/07 | N/A | 07/17/08 | | | |
| | 3. | 08/22/07 | 09/06/07 | N/A | | | |
| | 4. | 09/14/06 | 09/14/07 | 10/03/08 | | | |
| | 5. | 10/26/06 | 10/12/07 | 10/20/08 | | | |
| | 6. | 11/15/06 | 11/15/07 | 11/11/08 | | | |
| | 7. | 12/12/06 | 12/13/07 | 12/01/08 | | | |
| | 8. | 01/15/07 | 01/22/08 | 01/08/09 | | | |
| | 9. | 02/08/07 | 02/12/08 | 02/05/09 | | | |
| | 10. | 03/13/07 | 03/26/08 | | | | |
| | 11. | 04/04/07 | N/A | | | | |
| | 12. | 04/30/07 | 05/07/08 | | | | |
| | 13. | 06/26/07 | 06/13/08 | | | | |
| | 14. | 10/30/06 | 11/15/07 | 11/06/08 | | | |
| | 15. | 03/30/07 | 04/01/08 | | | | |
| | 16. | 06/15/07 | 06/25/08 | | | | |
| | 17. | 09/13/06 | 09/28/07 | 09/17/08 | | | |
| | 18. | 02/22/07 | 02/07/08 | 02/09/09 | | | |
| | 19. | 03/21/07 | 01/31/08 | 02/03/09 | | | |
| Review of Results and Actions Taken | 1. | | | | | | |
| | 2. | | | | | | |
| | 3. | | | | | | |
| | 4. | | | | | | |
| | 5. | | | | | | |
| | 6. | | | | | | |
| | 7. | | | | | | |
| | 8. | | | | | | |
| | 9. | | | | | | |
| | 10. | | | | | | |
| | 11. | No report necessary - no data changes needed | | | | | |
| | 12. | | | | | | |
| | 13. | | | | | | |
| | 14. | Financial Aid data was clean, but CHE introduced new edits that caused reconciliation issue with IR | | | | | |
| | 15. | | | | | | |
| | 16. | | | | | | |

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| | 17. | | |
| | 18. | | |
| | 19. | | |
| | Sum | Indicators of Success 1-13: COD Reports are not required by a specific date by ED, but within 30 days of a disbursement or change in disbursement. The most important ones are Aug/Sept and Jan/Feb because of the large number of disbursements made at the beginning of each term. By reporting monthly after that first disbursement, Lander will meet this requirement. There may be more than one report in a given month. June, July and/or August reports may be needed to reconcile prior award year data, but are not required. Completion of the FISAP requires cooperation among several offices (Institutional Research, Student Accounts, the Budget Office, the Business Office/Payroll, Instructional Services and the Financial Aid Office). | |
| Indicator of Success or Student Learning Outcome Outcomes | | Indicator of Success Evaluation | Indicator of Success Score |
| | 1. | Met | 3 |
| | 2. | Met | 3 |
| | 3. | Met | 3 |
| | 4. | Met | 3 |
| | 5. | Met | 3 |
| | 6. | Met | 3 |
| | 7. | Met | 3 |
| | 8. | Met | 3 |
| | 9. | Met | 3 |
| | 10. | Met | 3 |
| | 11. | Met | 3 |
| | 12. | Met | 3 |
| | 13. | Met | 3 |
| | 14. | Met | 3 |
| | 15. | Met | 3 |
| | 16. | Met | 3 |
| | 17. | Met | 3 |
| | 18. | Met | 3 |
| 19. | Met | 3 | |
| Additional Resources Required to Achieve or Sustain Results | \$0.00: Explanation | | |

II. UNIT/PROGRAM SUMMARY

| Unit/Program Goal | Strategic Goal Supported | Unit/Program Goal Outcome | | Additional Resources Required to Achieve or Sustain Results |
|--|--------------------------|---------------------------|---|---|
| | | Score | Evaluation Met: 3.00 – 2.01 Partially Met: 2.00 – 1.01 Not Met: 1.00 – 0.01 Not Evaluated: 0.00 | |
| 1. Compy with reporting requirements, and funding requests, or federal, state and financial aid programs | 5. Accountability | 3.00 | Met | \$0.00 |
| 2. | Choose One | 0.00 | Choose One | \$0.00 |
| 3. | Choose One | 0.00 | Choose One | \$0.00 |
| 4. | Choose One | 0.00 | Choose One | \$0.00 |
| 5. | Choose One | 0.00 | Choose One | \$0.00 |
| 6. | Choose One | 0.00 | Choose One | \$0.00 |
| 7. | Choose One | 0.00 | Choose One | \$0.00 |
| 8. | Choose One | 0.00 | Choose One | \$0.00 |
| 9. | Choose One | 0.00 | Choose One | \$0.00 |
| 10. | Choose One | 0.00 | Choose One | \$0.00 |
| UNIT/PROGRAM TOTALS | | 3.00 | Met | \$0.00 |