Sul Ross State University
Business Process Analysis – Student Module

Process Name: Test Score Processing
Date: November 16, 2005
Time: 3:40 P.M.
Location: BAB 202
Participants:
Session Lead:

Narrative/Description: Test are submitted to the Registrar’s Office via a variety of sources: transcripts, official score reports, diskette, via the internet. SCT delivered product provides programming for uploading ACT, SAT, and Texas TSI scores.

Scores are loaded into SIS via automated programming and manual data entry. Once score are posted in SIS, the system reads certain rules tables and makes automated admissions decisions. Scores appear on transcript and degree audit displays within SIS. In addition OIT has developed programming that will place certain holds on student records based on score reports.

Scores may be viewed in SIS by a variety of authorized end users.

Of particular importance is programming provided that analyses Texas Success Initiative (TSI) test scores (Asset, COMPASS, THEA, and MAPS) to determine if a student is required to take non-college level course in English, reading, or math. Special screens in SIS provide the interpretations for manual decisions to be made in compliance with the State TSI guidelines and institutional developmental education policy.

Electronic Inputs: Uploaded data from diskettes and Internet files
Manual/Paper Inputs: Official score reports and transcript data.
Key Decision Points (list all): Individual staff must make decisions based of scores provided.
Related Policy(s): THECB Rules and Regulations, SRSU Policy on Developmental Education
Interface to Other Systems: None
Web Features: Scores are displayed on various Web Services screens.
Electronic Outputs: Holds placed on student registration. Required state report submitted electronically every semester.
Manual/Paper Outputs: None
Customer(s): THECB, students, advisors, staff, faculty.
Regulatory Items: State guidelines

Frequency/Volume: Continual. Approximately 2000 score reports per year.

Potential Break Points: Misinterpretations of score reports. Wrong score entered in SIS.

Automation: Three-quarters.

Issues: Time consuming
Inconsistencies in policy and interpretation of policy.
Error problems with reports. Hard to figure out what program is looking for.

NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.