

## Administrative Department Review Report

Due: \_\_\_\_\_

6b. Procedure, Measurement Tool and Timeline							
Worked with Missouri Book Services to activate Student Financial Aid as a tender type in Insite, which is the program the bookstore uses for our website, starting Winter 2018 term. Insite has reporting tools that allow us to track all orders using bookstore credit on a term-by-term basis.							
7. Data							
	08/28/17- 11/27/17	12/04/17 - 03/04/18	03/05/18- 06/04/18	06/05/18 - 08/25/18	08/26/18- 11/26/18	12/03/18- 03/03/19	03/04/19 - 04/24/19
<b>Online Financial Aid Sales Totals</b>		\$2,367.00	\$5,000.89	\$3,893.16	\$14,675.78	\$12,800.00	\$10,335.79
<b>Total Online Financial Aid Transactions</b>	Not Available	Q-15	Q-47	Q-41	Q-102	Q-95	Q-72
<b>FTE Student Enrollment</b>	1667	1567	1384	1321	1589	1423	N/A
8. Summary and Analysis: Continuous Improvement (Report-to be completed annually when data are available)							
<p>Adding Student Financial Aid as a purchase option on the website has been very successful. This option allows students to pre-order and pick up their course materials ahead of time. Students can also request that their order be sent to the Redmond bookstore for pick up. At the beginning of Fall 2018, we implemented another shipping option to have orders sent to the Madras campus. This option allows students in Madras, or Warm Springs to pick up their orders without having to drive to Bend or Redmond, and this option has been popular with students. Having Student Financial Aid as a tender option has also been very helpful for students taking online classes. These students can use their bookstore credit to make their purchases and have them shipped directly without visiting the campus.</p> <p>Continued promotion of this feature will insure its use, and even if enrollment continues to decline, the percentage of students using online ordering will continue.</p>							

**Report submitted annually.**

Data and analysis from three annual **Reports** will inform a new **Plan**.