

# Elmwood Institute Institutional Effectiveness Plan

*Inclusive of 2023-2024 Data*

*The mission of Elmwood Institute is to develop, inspire, and empower leaders to effect global and community transformation by delivering accessible, rigorous, and practical distance education in the areas of leadership, management, entrepreneurship, and technology.*

## Introduction & Purpose

The core purpose of Elmwood Institute's Institutional Effectiveness planning is to foster a culture of continuous improvement, ensure quality education and student services, measure its achievement of its mission, and provide a strong evidence base for decision-making.

In order to achieve this purpose, Elmwood establishes several key indicators to measure its effectiveness across a number of domains. Cumulatively, these indicators represent a comprehensive view of the institution across all of its constituent functions. Note that detailed indicators of Review of Student Achievement and Review of Educational Offerings are found in the institution's [Outcomes Assessment Plan](#) and [Program Reviews](#), respectively. The institution considers each of these as sub-components of the broader Institutional Effectiveness planning and review.

Areas measured include the following:

- Review of Mission
- Achievement of Mission
- Review of Student Achievement [also found in [Outcomes Assessment Plan](#)]
  - [Outcomes Assessment Plan](#)
    - [Course-Level](#)
      - [Course Completion Rates](#)
      - [Student Assessments \(End of Course Surveys\)](#)
      - [Assignment-Level Meta-Analyses](#)
    - [Program-Level](#)
      - [Direct Assessment of Student Artifacts](#)
      - [Graduate Satisfaction Surveys](#)
      - [Employer Surveys](#)
    - [Student Satisfaction](#)
- Review of Educational Offerings [found in [Program Reviews](#)]
  - [Program Review](#)
- Student Services
- Faculty
- Operations and Finance

# Contents

Introduction & Purpose	2
Review of Mission	4
Achievement of Mission	5
Review of Student Achievement	9
Review of Educational Offerings	9
Student Services	13
Faculty	14
Operations and Finance	15
Table A - Course Indicators	18
Sample Data	18
Achievement of Mission	19
Review of Student Achievement	20
Student Services	21
Faculty	22
Operations and Finance	23

## Review of Mission

<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
Stakeholders regularly review the mission.	Manual Process	Board of Trustees: at every BOT meeting; at least annually  Advisory Board: annually  Faculty and Staff: regularly	<b>Achieved</b>  Stakeholders have reviewed the mission in meetings. Note that Elmwood's mission is based on Patten University's mission, which was changed in 2022.	Maintain	President of PEF - Board of Trustees  Executive Director of institution - All others

## Achievement of Mission

<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
"Accessible" - Net Comparable Cost	Manual research performed annually - CCO review of competitors	Net cost of Elmwood's programs will be lower than leading competitors.	<p><b>Achieved</b></p> <p>Elmwood = \$900<sup>1</sup>            WGU = \$18,920<sup>2</sup>            SNHU = \$22,722 (plus course materials)<sup>3</sup>            Purdue Global = \$36,860 plus additional fees<sup>4</sup>            Thomas Edison State University = \$24,300, excludes books or other fees<sup>5</sup>            Clayton State University = \$24,280<sup>6</sup>            National University = \$24,108<sup>7</sup>            Colorado State University Global = \$24,300<sup>8</sup></p>	Continue to monitor. Elmwood's strategy is to remain accessible to nearly anyone in the world.	Chief Compliance Officer (CCO)

<sup>1</sup> For students in the MLM program starting at Elmwood Institute May 2024 or later. Includes all fees and course materials.

<sup>2</sup> "Online MBA Degree Programs: Master of Business Administration: WGU." Western Governors University, [www.wgu.edu/online-business-degrees/mba-masters-business-administration-program.html](http://www.wgu.edu/online-business-degrees/mba-masters-business-administration-program.html). Accessed 17 May 2024.

<sup>3</sup> "Online Tuition & Financial Aid." Southern New Hampshire University, [www.snhu.edu/tuition-and-financial-aid/online](http://www.snhu.edu/tuition-and-financial-aid/online). Accessed 17 May 2024.

<sup>4</sup> "Graduation Date and Tuition Calculator." Purdue Global, [www.purdueglobal.edu/tuition-financial-aid/graduation-date-and-tuition-calculator/](http://www.purdueglobal.edu/tuition-financial-aid/graduation-date-and-tuition-calculator/). Accessed 17 May 2024.

<sup>5</sup> "Master of Science in Management, Estimated Cost of Degree." Thomas Edison State University, <https://www.tesu.edu/business/graduate/msm/>. Accessed 23 June 2024.

<sup>6</sup> "Graduate Tuition for Online Majors." Clayton State University, <https://www.clayton.edu/bursar/docs/fy25gradonline.pdf>. Accessed 23 June 2024.

<sup>7</sup> "Tuition Table." National University, <https://www.nu.edu/admissions/tuition/>. Accessed 23 June 2024.

<sup>8</sup> "Tuition and Costs, Graduate 2024-25 School Year." Colorado State University Global, <https://csuglobal.edu/tuition-aid/tuition-cost>. Accessed 23 June 2024.

<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
"Accessible" - Number of starts per year	Manual Research performed annually - CAO review of competitors	Elmwood will accommodate students' ability to start more frequently than leading competitors	<b>Achieved</b> Elmwood = 12 starts per year <sup>9</sup> WGU = 12 starts per year <sup>10</sup> SNHU = 4 starts per year <sup>11</sup> Purdue Global = 7 starts per year <sup>12</sup>	Continue to monitor	CCO
"Accessible, practical" - Graduation Rates	SIS, Populi. Measured annually.	Elmwood will achieve a 50% 6-year graduation rate for its graduate programs.	<b>NOT Achieved</b> MLM - 42.82% (2023 annual report numbers)  Program completion rates for recent cohorts were negatively affected by the prior notification of teachout and closure to students, which occurred in March 2021, and which resulted in	Improvement is occurring - Continue to monitor.  This is improved from the 2022 annual report number (22.2%), which were significantly affected by the previous teach out notification.	Director of Education (DE), Director of Admissions and Student Achievement (DASA)

<sup>9</sup> For students starting March 2023 or later.

<sup>10</sup> "When Can I Start College - WGU." Western Governors University, <https://www.wgu.edu/blog/when-can-i-start-college2001.html>. Accessed 22 May 2024.

<sup>11</sup> "Term start." Southern New Hampshire University, <https://www.snhu.edu/admission/online/term-start-dates>. Accessed 22 May 2024.

<sup>12</sup> "2022 Academic Calendar. Academic Calendar E" Purdue Global, <https://www.purdueglobal.edu/academic-calendar-d-e.pdf>. Accessed 22 May 2023.

<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
			many students transferring to alternate institutions to complete their degree. Absent this event, the institution's program completion rates would have been significantly higher.	Implement application interview, monitor first-term retention rate.	
"Rigorous" - % of Graduates who answer "Yes" to "Did your educational experience help you to: Think critically and analytically?"	Graduate Surveys - Survey Monkey. Measured continuously upon each graduate survey submitted, compiled annually.	In graduate survey, ≥ 90% of graduates will answer "Yes"	<b>Achieved</b>  100%  Note: This indicator is not based on a direct assessment of student achievement.	Monitor  (Note that this is an indirect measure - consider deprecating in the future)	DE, DASA
"Practical" - % of Graduates who answer "Yes" to "Did your educational experience help you to: Solve complex real-world problems?"	Graduate Surveys - Survey Monkey. Measured continuously upon each graduate survey submitted, compiled annually.	In graduate survey, ≥ 85% of graduates will answer "Yes"	<b>Achieved</b>  85.7% - Improved from 83% upon latest graduate	Monitor and Maintain	DE, DASA
"Rigorous" - % Graduate Faculty with Terminal Degree	Faculty Files. Measured annually.	100% of faculty teaching at graduate level will have terminal degree	<b>Achieved</b>  100% of graduate faculty have a terminal degree.	Continue to maintain a pipeline of qualified candidates in the event of turnover.	DE
"Global and Community Transformation" - % of Graduates who go on to work in government, non-profit, religious,	Graduate Surveys - Survey Monkey. Measured continuously upon each graduate survey submitted, compiled annually.	In graduate survey, ≥ 80% of graduates will answer "Yes"	<b>Achieved</b>  100% of MLM respondents reported employment in a qualifying sector.	Monitor	CCO

<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
international, or community-based organizations, agencies, or sectors <sup>13</sup>					

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<sup>13</sup> This indicator is calculated by dividing the number of graduates in the prior five years who self-report to be working in government agencies, non-profit organizations, religious organizations, religiously-affiliated organizations, the military, education, healthcare, or roles in private companies which primarily contract with such organizations by the number of total graduates.



## Review of Student Achievement

Note: for additional information, as well as detailed results and analyses of student achievement at both the program and course level, see Elmwood's Outcomes Assessment Plan with 2023 results.

<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
Student Achievement of Program Learning Outcomes ("PLOs") via Outcomes Assessment	Outcomes Assessment Plan and Results. Measured annually.	Annually, Elmwood will use direct assessment methods of measuring student achievement of PLOs of at least one program.	Achieved See 2023 Outcomes Assessment for results.	Monitor	DE

## Review of Educational Offerings

<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
Program Review	Program Review process. Occurs for each program at least once within a four-year period.	All academic programs shall undergo review annually	Achieved MLM Program review completed June 2024	Implement changes as recommended in MLM Program review.	DE
Student Review of Course: Is Subject Matter Related To My Job? (avg)	End of Course Surveys - Survey Monkey (Prior to 2023) or Populi (after 2023). Measured continuously upon each	Students will report "Very Good" or "Excellent" 5 = Excellent	See <a href="#">Table A</a>	See <a href="#">Table A</a>	DE

<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
	graduate survey submitted, compiled annually.	4 = Very Good 3 = Good 2 = Fair 1 = Unsatisfactory			
Student Review of Course: Will Subject Matter Help In My Work? (avg)	End of Course Surveys - Survey Monkey (Prior to 2023) or Populi (after 2023). Measured continuously upon each graduate survey submitted, compiled annually.	Students will report "Very Good" or "Excellent"  5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Unsatisfactory	See <a href="#">Table A</a>	See <a href="#">Table A</a>	DE
Student Review of Course: Are Course Materials Up-To-Date? (avg)	End of Course Surveys - Survey Monkey (Prior to 2023) or Populi (after 2023). Measured continuously upon each graduate survey submitted, compiled annually.	Students will report "Very Good" or "Excellent"  5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Unsatisfactory	See <a href="#">Table A</a>	See <a href="#">Table A</a>	DE
Student Review of Course: Do Course Materials Explain Things Clearly? (avg)	End of Course Surveys - Survey Monkey (Prior to 2023) or Populi (after 2023). Measured continuously upon each graduate survey submitted, compiled annually.	Students will report "Very Good" or "Excellent"  5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Unsatisfactory	See <a href="#">Table A</a>	See <a href="#">Table A</a>	DE
Student Review of Course: Do Course	End of Course Surveys - Survey Monkey (Prior to	Students will report "Very Good" or	See <a href="#">Table A</a>	See <a href="#">Table A</a>	DE

<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
Materials Contain Clear And Understandable Assignments? (avg)	2023) or Populi (after 2023). Measured continuously upon each graduate survey submitted, compiled annually.	<p>"Excellent"</p> <p>5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Unsatisfactory</p>			
Student Review of Course: Was the Instructor Friendly And Helpful? (avg)	End of Course Surveys - Survey Monkey (Prior to 2023) or Populi (after 2023). Measured continuously upon each graduate survey submitted, compiled annually.	<p>Students will report "Very Good" or "Excellent"</p> <p>5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Unsatisfactory</p>	See <a href="#">Table A</a>	See <a href="#">Table A</a>	DE
Student Review of Course: Is Instructor Very Knowledgeable About Subject? (avg)	End of Course Surveys - Survey Monkey (Prior to 2023) or Populi (after 2023). Measured continuously upon each graduate survey submitted, compiled annually.	<p>Students will report "Very Good" or "Excellent"</p> <p>5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Unsatisfactory</p>	See <a href="#">Table A</a>	See <a href="#">Table A</a>	DE
Student Review of Course: Does Instructor Give Good Comments? (avg)	End of Course Surveys - Survey Monkey (Prior to 2023) or Populi (after 2023). Measured continuously upon each graduate survey submitted, compiled annually.	<p>Students will report "Very Good" or "Excellent"</p> <p>5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Unsatisfactory</p>	See <a href="#">Table A</a>	See <a href="#">Table A</a>	DE

<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
Student Review of Course: Instructor Answer Inquiries Promptly? (avg)	End of Course Surveys - Survey Monkey (Prior to 2023) or Populi (after 2023). Measured continuously upon each graduate survey submitted, compiled annually.	Students will report "Very Good" or "Excellent"  5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Unsatisfactory	See <u>Table A</u>	See <u>Table A</u>	DE

## Student Services

<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
Staff Courtesy and Friendliness: % who answer "Yes" to "Is our staff friendly and courteous?" (Y/N) on end of course survey	End of Course Surveys - Survey Monkey (for students enrolled prior to March 2023); Populi (for students enrolled March 2023 or later). Measured continuously upon each end-of-course survey submitted, compiled annually.	>95% of learners in past year will answer "Yes"	Achieved 100% of learners responded "Yes"	Maintain	DASA
Staff Responsiveness: % who answer "Yes" to "Does Student Services handle all inquiries promptly?" (Y/N) on end of course survey	End of Course Surveys - Survey Monkey (for students enrolled prior to March 2023); Populi (for students enrolled March 2023 or later). Measured continuously upon each end-of-course survey submitted, compiled annually.	>95% of learners in past year will answer "Yes"	Achieved 100% of learners responded "Yes"	Maintain	DASA

## Faculty

<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
Faculty-Student Engagement - Grading (New Indicator)	Reporting Module - Populi. Reviewed continuously, compiled annually.	Faculty grade 100% of assignments within 72 hours of submission	Achieved	Maintain  Ensure new faculty to Elmwood complete FAC100 (faculty orientation course) to emphasize this requirement.	DE
Faculty-Student Engagement (New Indicator)	Reporting Module - Populi. Reviewed continuously, compiled annually.	Faculty send a welcome email to 100% of all enrollments within the first three days of a term	Achieved	Maintain	DE
Faculty Qualifications - All Institution	Manual Review, Faculty Files. Reviewed continuously, compiled annually.	100% of faculty engaged in teaching at the institution will have terminal degrees.	Achieved  Elmwood currently has 4 individuals appointed to its faculty; all of whom have terminal degrees in related fields.	Maintain	DE
Faculty - Professional Development	Manual Review, Annual Faculty Performance Planning process via Airtable. Reviewed and compiled annually.	100% of faculty will engage in at least one professional development activity annually.	Achieved  All faculty reported completing at least one faculty development activity in the prior year.	Maintain	DE

## Operations and Finance

<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
LMS/SIS Uptime	Compiled automatically at: <a href="https://status.populi.co/uptime">https://status.populi.co/uptime</a>	LMS uptime is >99.9% for preceding 12 month period.	<b>Achieved</b>  <u>Populi:</u>  Populi experienced uptime rates of at least 99.97% (typically 100%) for each of the preceding 12 months.	Monitor	VP Ops
Facilities - Fire Safety	Manual process, Facilities Plan. Occurs annually.	PEF will ensure annual fire inspections by the Oakland Fire Department	<b>Achieved</b>  2433 Coolidge: OFD inspected on 7/11/23. Scheduled to re-inspect in July 2024.  1111 Broadway: OFD inspected on 3/4/2024.	Maintain	VP Ops
New Student Enrollment - Run Rate	Populi reports. Reviewed continuously.	Elmwood will enroll $\geq 2$ new students monthly in 2024.	<b>In Progress</b>	Continued follow-up on an email campaign launched in June 2024.	Executive Director DASA
Student First Term Retention	Populi reports. Reviewed continuously, compiled annually.	$\geq 90\%$ of students who complete first term will register for second term within 3 mos	<b>In Progress</b>  The institution has put this indicator in place since the division	Begin measuring this on a monthly basis for newly enrolled students.	DASA

<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
			received approval.		
Accounts Receivables	QuickBooks	(Monthly) 99% of student invoices will be paid in ≤15 days.	<b>Achieved</b> Course tuition is due within 7 days of the Academic Term start date.	Maintain	Registrar/VP Ops
Accounts Payable	Quickbooks	(Monthly) 100% of outstanding bills paid in ≤30 days	<b>Achieved</b> Average turnaround time for payment of bills is 2 weeks.	Monitor and Maintain	Registrar/VP Ops
Burn Rate	QuickBooks	(Monthly) Achieve net burn rate of \$0 by 3Q 2025.  CY24 Q2: \$37,122 CY24 Q3: \$32,122 CY24 Q4: \$18,561  CY25 Q1: \$8,000 CY25 Q2: \$1,000 CY25 Q3: Profitability of \$4000 CY25 Q4: Profitability of \$7,500	<b>In Progress</b>	Monitor  Increase student enrollment by implementing marketing plan and identifying potential enrollment channel partners.  Lower costs as detailed in Strategic Objective 2.3	Executive Director of Elmwood (ED)



<u>Key Indicator</u>	<u>Data Repository/Process</u>	<u>Benchmark</u>	<u>Results/Analysis</u>	<u>Recommendations</u>	<u>Responsible</u>
Total Liquid Assets for Use	Audited financial statements of the parent company	(Annual) In addition to other assets (e.g. real estate), Patten Educational Foundation will retain a currently liquid asset base of ≥\$1M to ensure the stability of the institution.	<b>Achieved</b> PEF has over \$1M in liquid assets available for use.	Monitor and Maintain	President of Patten Educational Foundation (PEF)
Audited Financials of Institution and Parent Company	External Audit	(Annual) Annually, both Elmwood and Patten Educational Foundation will undergo an audit by an independent auditor with no concerns.	<b>Achieved</b> Audit completed July 2024	Maintain	ED of Elmwood and President of PEF

## Table A - Course Indicators

Course	Is Subject Matter Related To My Job? (avg)	Will Subject Matter Help In My Work? (avg)	Are Course Materials Up-To-Date? (avg)	Do Course Materials Explain Things Clearly? (avg)	Do Course Materials Contain Clear And Understandable Assignments? (avg)	Was Instructor Friendly And Helpful? (avg)	Is Instructor Very Knowledgeable About Subject? (avg)	Does Instructor Give Good Comments? (avg)	Instructor Answer Inquiries Promptly? (avg)	Recommendations
602 - Essentials of Management	4.5	4.5	4.6	4.6	4.6	4.6	4.6	4.6	4.8	
607 - Communications and Ethics	5.0	5.0	4.8	4.8	4.6	4.4	4.3	4.3	4.2	
611 - Leading Creativity and Innovation	4.0	4.0	3.8	3.8	4.3	4.5	4.5	4.5	4.5	Course has been newly updated - monitor for improvement.
612 - Leadership Principles and Practices	5.0	5.0	4.8	4.6	4.6	5.0	5.0	5.0	5.0	
636 - Negotiation for Project Managers	4.6	4.7	4.7	4.4	4.3	4.4	4.6	4.2	4.3	
653 - Business Research Methods	4.1	4.0	4.3	4.0	4.0	4.2	4.4	4.1	4.2	
659 - Organizational Behavior and Human Resources	4.6	4.5	4.7	4.7	4.7	4.8	4.8	4.8	4.9	
668 - Cross Cultural Management	4.5	4.0	4.0	4.5	4.5	5.0	5.0	5.0	5.0	
669 - Critical Thinking and Decision Analysis	2.7	2.7	2.9	2.4	2.9	4.0	4.0	3.8	3.6	Course is currently being updated. New version to be available September 2024.
670 - Organizational Theory Design and Change	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	
671 - Building and Managing Project Teams	4.5	4.5	3.9	4.0	4.1	4.5	4.6	4.5	4.7	Course is currently being updated. New version to be available August 2024.
676 - Advanced Approaches in Leadership	5.0	4.7	5.0	5.0	4.7	5.0	4.7	4.3	5.0	

# Sample Data

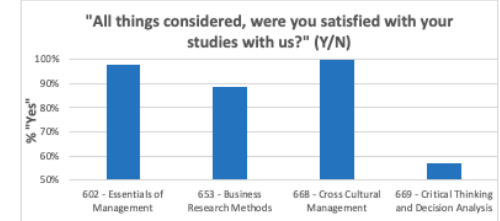
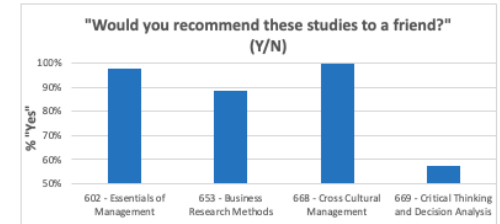
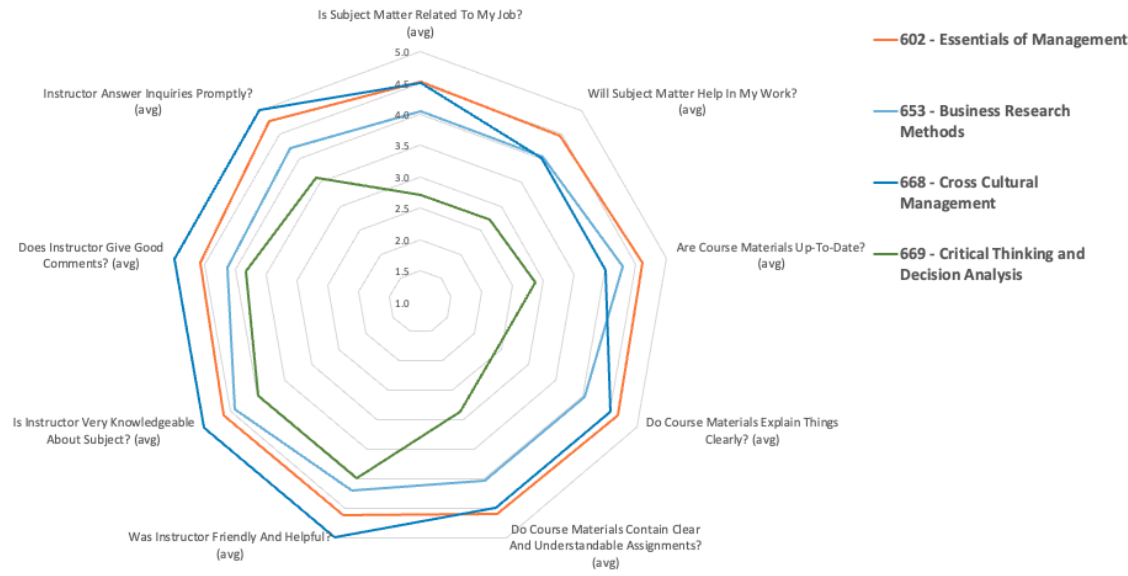
## Achievement of Mission

Elmwood determines its graduates' sector of employment from its graduate employment survey. This report is sent via Survey Monkey, results of which are then compiled in excel. An excerpt of which is below:

Name:	Employer:	Work Title:	Degree Program:	Date:
Marc Link	Department of Defense	Logistics Management Specialist	Masters leadership and management	9/1/23
Michele Wheeler	US Air Force	Procurement Analyst	Master of Leadership and Management	9/13/22
Angela Woodie-knopp	USAF	Logistics Manager	Leadership and Management	3/23/22
Chuong Pham	USAF	Engineering Supervisor	MLM	9/23/21
Robert Brooks	USAF	Training Specialist	Leadership and Management	5/10/21
Bernard Timothy Coley	Department of Defense	Program Manager	Master of Leadership and Management	8/3/20
Dava Oliver	United States Air Force	Program manager	MLM	11/21/19

# Review of Student Achievement

Elmwood regularly reviews end of course surveys, and compiles a course performance sheet annually in excel:



# Student Services

Survey data from the prior 12 months are extracted from Survey Monkey and compiled in excel. (example below)

A	B	C	D	E	F
Survey Date	(Multiple Items) ▾				
	Column Labels ▾				
	Yes	Grand Total			
Count of Does Student Services handle all inquires promptly?	33	33			
Survey Date	(Multiple Items) ▾				
	Column Labels ▾				
	Yes	Grand Total			
Count of Is our staff friendly and courteous?	33	33			

Survey Date

Search

- ✓ 2022-07-25 09:48:50
- ✓ 2022-07-25 15:46:20
- ✓ 2022-08-23 15:12:09
- ✓ 2022-08-24 09:58:19
- ✓ 2022-08-29 10:35:27
- ✓ 2022-09-07 13:25:02
- ✓ 2022-09-10 11:52:54
- ✓ 2022-09-15 19:13:44
- ✓ 2022-09-19 10:26:41
- ✓ 2022-09-23 13:43:29
- ✓ 2022-10-07 11:19:18
- ✓ 2022-10-11 04:33:02
- ✓ 2022-10-12 14:02:05
- ✓ 2022-10-13 13:32:12
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- ✓ 2022-11-08 15:40:58
- ✓ 2022-11-14 12:32:43

Clear Filter

# Faculty

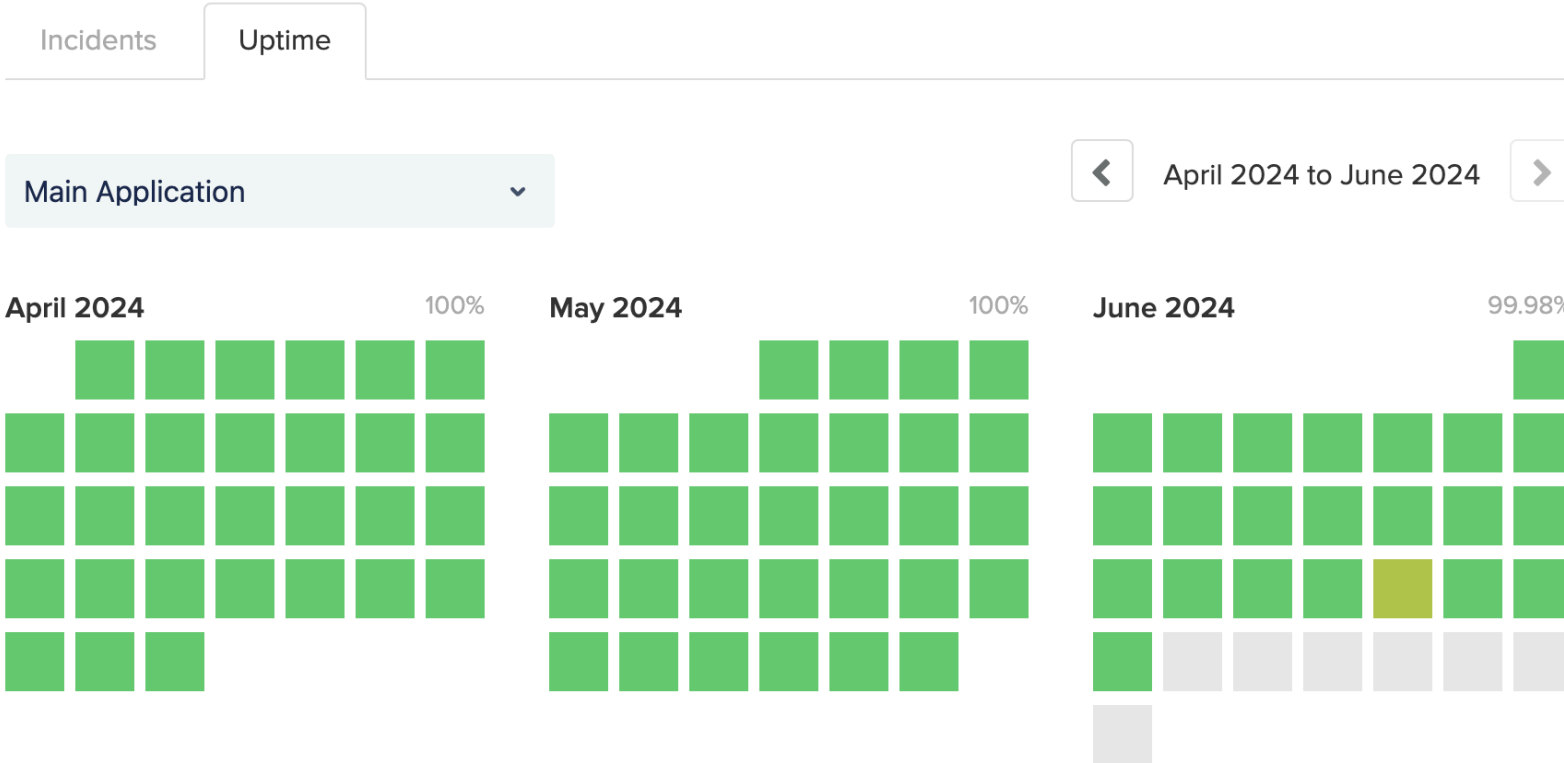
Elmwood tracks faculty performance and professional development in its Airtable database, an excerpt of which is shown below:

The screenshot shows an Airtable interface for a database named 'Faculty Review'. The interface includes a top navigation bar with 'Data', 'Automations', and 'Interfaces' tabs. Below this is a sub-header for 'Evaluation Input' with an 'Add or import' button. A toolbar contains options for 'Views', 'Grid view', 'Hide fields', 'Filter', 'Group', 'Sort', 'Color', and 'Share and sync'. On the left, a sidebar shows a search bar and a list of views, with 'Grid view' selected. The main area displays a table with the following columns: 'Faculty Name', 'Patten: 8. Follo...', '8. Patten Comments', 'Professional develo...', and 'Professional Develo...'. The table contains four rows of data, with the first row highlighted. The first row shows 'Exceeds Expectati...' in the performance column, 'Society of Human Resource Managemen...' in the comments column, and 'Yet to confirm and will sh...' in the professional development column. The second row shows 'Meets Expectations' in the performance column and 'Would like to attend an in...' in the professional development column. The third row shows 'Meets Expectations' in the performance column, 'Workshop on developing i...' in the comments column, and 'Attend and present at the...' in the professional development column. The fourth row shows 'Meets Expectations' in the performance column, '3 day online Higher educ...' in the comments column, and 'Present for W365 events ...' in the professional development column.

Faculty Name	Patten: 8. Follo...	8. Patten Comments	Professional develo...	Professional Develo...
	Exceeds Expectati...	Society of Human Resource Managemen...	Yet to confirm and will sh...	
	Meets Expectations		Would like to attend an in...	
	Meets Expectations	Workshop on developing i...	Attend and present at the...	
	Meets Expectations	3 day online Higher educ...	Present for W365 events ...	

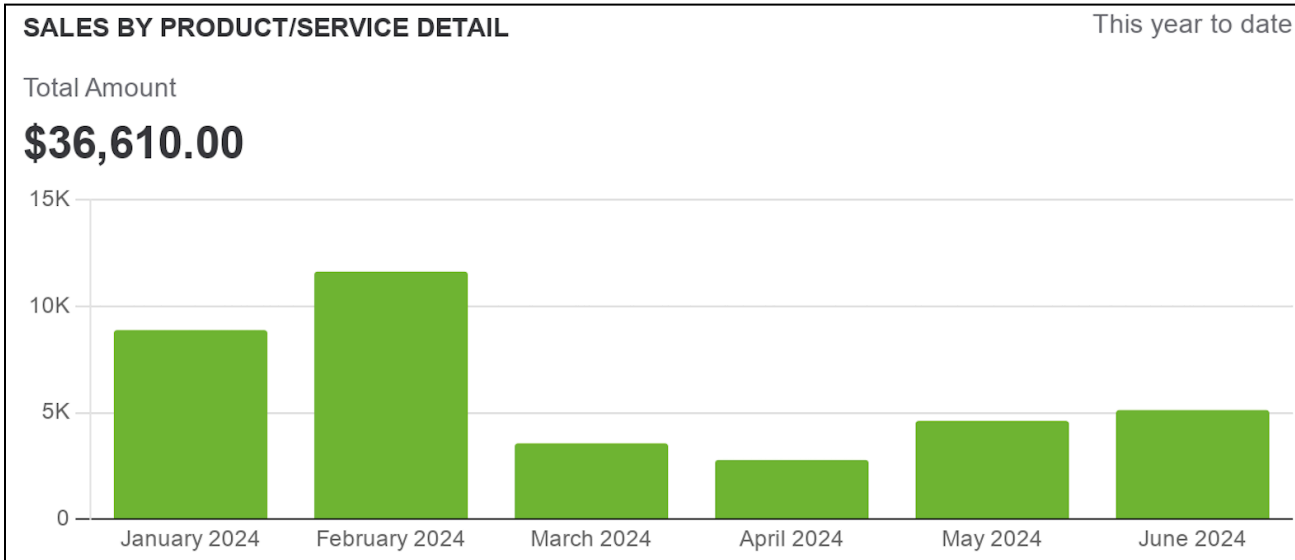
# Operations and Finance

LMS uptime reports are maintained by Populi at <https://status.populi.co/uptime>:



Financial Reports are produced by QuickBooks, an example of which is found below:

<b>Patten University</b>				
<b>Statement of Cash Flows</b>				
January - March, 2024				
	JAN 2024	FEB 2024	MAR 2024	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Income	-4,165.34	2,762.19	4,657.44	\$3,254.29
Adjustments to reconcile Net Income to Net Cash provided by operations:				\$0.00
1130 Accounts Receivable (A/R)	993.75	746.25	310.00	\$2,050.00
1885 Accounts Payable (A/P)	-1,421.23	-222.14	-388.64	\$ -2,032.01
2040 Deferred Revenue	2,345.03			\$2,345.03
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>1,917.55</b>	<b>524.11</b>	<b>-78.64</b>	<b>\$2,363.02</b>
<b>Net cash provided by operating activities</b>	<b>\$ -2,247.79</b>	<b>\$3,286.30</b>	<b>\$4,578.80</b>	<b>\$5,617.31</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$ -2,247.79</b>	<b>\$3,286.30</b>	<b>\$4,578.80</b>	<b>\$5,617.31</b>





Patten University					
A/R Aging Summary					
As of March 31, 2024					
	CURRENT	1 - 30	31 - 60	61 - 90	91 - 120
Derrick Thomas			325.00		
Laura Bartels			325.00		
Miscellaneous					
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$650.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Patten University					
A/R Aging Summary					
As of May 31, 2024					
	CURRENT	1 - 30	31 - 60	61 - 90	91 - 120
Christina Brown	100.00				
Laura Bartels			325.00		
Michael Upshaw	100.00				
Miscellaneous					
Shawn Tyler Yeager		-990.00			
<b>TOTAL</b>	<b>\$200.00</b>	<b>\$ -990.00</b>	<b>\$325.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Patten University					
A/R Aging Summary					
As of April 30, 2024					
	CURRENT	1 - 30	31 - 60	61 - 90	91 - 120
Brittany Owens		-990.00			
Laura Bartels		975.00			
Marcel Arispe		125.00			
Miscellaneous					
Zachary Franks	125.00				
<b>TOTAL</b>	<b>\$125.00</b>	<b>\$110.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>