

A Process for Success

Step 1: Evaluate the program. Using the appropriate tools and resources, evaluate and analyze your program to identify opportunities (gaps) to increase enrollment, attendance, and completion.

Gaps:

Step 2: Identify an opportunity. Using the information gathered in Step 1, work jointly with priesthood leaders and faculty members to identify specific opportunities and gaps.

Gaps:

Step 3: Create a plan. Work closely with priesthood leaders and faculty members to create a plan that addresses the identified areas of focus (gaps). This plan should include how you will collaborate with Church leaders, students, parents, and others, as well as specific measurable indicators of success and timetables for evaluation and completion.

Your plan:

Indicators of success:

Step 4: Implement the plan.

Step 5: Analyze and adjust. Analyze and adjust the plan as needed.

Adjustments:

Step 6: Evaluate. Evaluate the success of your efforts based on the indicators of success identified in Step 3.

Evaluation based on indicators of success:

Step 7: Report. Report the results of your efforts to your area director. Include in this report your successes and challenges, what you have learned, and what will be done next.

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It is important that all Seminaries and Institutes of Religion (S&I) personnel know how to access and analyze program data. The available tools and resources listed in the chart below will help you effectively evaluate your program, identify opportunities (gaps), and develop a clear and measurable plan to increase enrollment, attendance, and completion.

Tools and Resources

Potential/Student Information/Recruitment	Enrollment/Attendance/Completion	Evaluation	Additional Tools
<p>Dynamics Dynamics is a tool used for discovering potential students and recruitment. Training for Dynamics is available on the employee intranet under the Student Admin tab or at sidynamics.ldschurch.org.</p> <ul style="list-style-type: none"> S&I program information Stake/ward information Accurate data for potential, registered, and enrolled students Lists of student groups <ul style="list-style-type: none"> Returned missionaries New converts New move-ins Complete student information 	<p>WISE WISE is the current tool used to register and to track students' progress through seminary and institute. Access it on the employee intranet under Quick Links or at wise.ldschurch.org. Information on how to use WISE is available under the Help tab.</p> <ul style="list-style-type: none"> Program setup Teacher permissions Class setup Student enrollment Student tracking/attendance Reading tracking Student grading Graduation Student communication Assessments <p>mySeminary App This app allows priesthood leaders, parents, and students to track enrollment for their ward or stake, their seminary-age children, and themselves, respectively. The app is available at mySeminary.lds.org</p> <ul style="list-style-type: none"> Priesthood enrollment numbers Student information for parents <p>myInstitute App This app allows priesthood leaders and students to track enrollment/progress for their ward/stake and themselves, respectively. The app is being introduced worldwide during 2017-18 and will be available at myInstitute.lds.org.</p> <ul style="list-style-type: none"> Priesthood enrollment numbers 	<p>S&I Reports These reports are intended for priesthood leaders. They evaluate actual numbers during and after terms, quarters, and school years. The tool is available on the employee intranet under the Student Admin tab or at sira.lds.org.</p> <ul style="list-style-type: none"> Audits Interim term Term end Year end Priesthood Quarterly <p>Assessments</p> <ul style="list-style-type: none"> Seminary Learning Assessment Institute Elevate Learning Experience 	<ul style="list-style-type: none"> "Church Educational System," <i>Handbook 1: Stake Presidents and Bishops</i> (2010), 11 "Local Board of Education," <i>Handbook 1, 11.1.2</i> A Guide to Seminary and Institute Graduation (2015) "LDSSA," <i>Seminaries and Institutes of Religion Policy Manual—United States</i> (2017) "Institute of Religion Student Council," <i>Seminaries and Institutes of Religion Policy Manual—United States</i> "Institute Advisory Council (IAC)," <i>Seminaries and Institutes of Religion Policy Manual—United States</i> "Stake Seminary Supervisors," <i>Seminaries and Institutes of Religion Policy Manual—United States</i> "Effective Collaboration: Working with Others," LDS.org