

THESIS OFFICE ACCOMPLISHMENTS

- **Developed Online Outreach Summer 2020**
 - Group presentations on Zoom
 - Virtual one-on-one consultations
 - Online workshops for Word
- **Rolled Out OnBase Submission Platform Fall 2020**
 - Phased out paper submissions
 - Formalized electronic approvals
- **Restructured Thesis Office Summer 2021**
 - Hired additional editor
 - Eliminated line-by-line editing
 - Reduced turnaround time
 - Extended deadlines (target dates)
- **Created Online Tutorial Videos Fall 2021**
 - Provide instructions on new policies and procedures
 - Offer step-by-step demonstration of OnBase submissions
 - Increase preparation of students for process

THESIS OFFICE GOALS

- **Redesign Website**
 - Reorganize webpage elements based on importance
 - Update links to campus resources
- **Roll Out Updated Handbook**
 - Simplify formatting options
 - Combine information for easy access
- **Upgrade OnBase**
 - Make resubmissions easier to track in the system
 - Add function to include internal office notes on students' status
- **Increase Outreach to Departments**
 - Reduce number of submissions with major formatting errors
 - Reduce rounds of revisions
 - Increase familiarity with resources and formatting requirements
 - Introduce new Handbook changes
- **Finish New LaTeX Template**
 - Incorporate changes to Handbook formatting requirements
 - Correspond closer to Word template
 - Get training in LaTeX to make changes and provide technical support ourselves