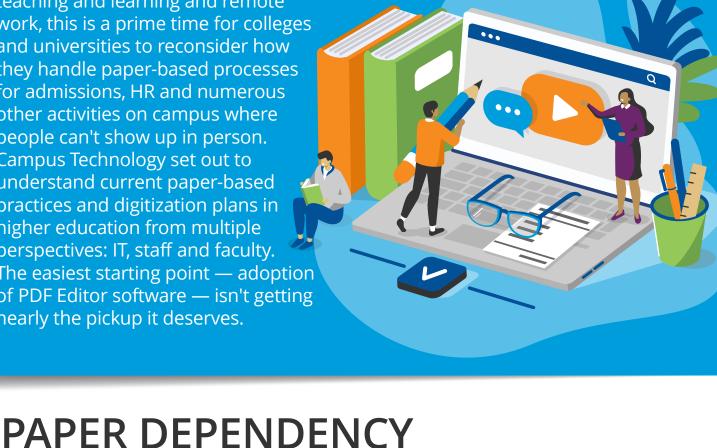
## **ACHIEVING THE PAPERLESS CAMPUS** PROCESS-BY-PROCESS

As more operations shift to online teaching and learning and remote work, this is a prime time for colleges and universities to reconsider how they handle paper-based processes for admissions, HR and numerous other activities on campus where people can't show up in person. Campus Technology set out to understand current paper-based practices and digitization plans in higher education from multiple perspectives: IT, staff and faculty. The easiest starting point — adoption of PDF Editor software — isn't getting nearly the pickup it deserves.



Which units are most paper-dependent? 54% Higher Ed Schools

Higher education is only halfway along its journey to paperless operations.

How far is your school in the transformation to paperless workflows?

46% Administration

42% Human Resources

35% Teaching & Learning

**Teaching & Learning** 

33% Admissions/Enrollment

50%

40%

30%

IT/Technology

Admissions/Enrollment **Human Resources** Administration

These are also the same campus units - with the addition of IT -

that have adopted paperless

workflows most frequently:

**ELECTRONIC SIGNATURES** The majority of people on campus have familiarity with digital documents.

Overall signed

school paperwork

electronically in the last year

Non-IT signed school paperwork electronically in the last year Have you electronically signed any school paperwork in the last year?

Never

Don't remember

20% 10%

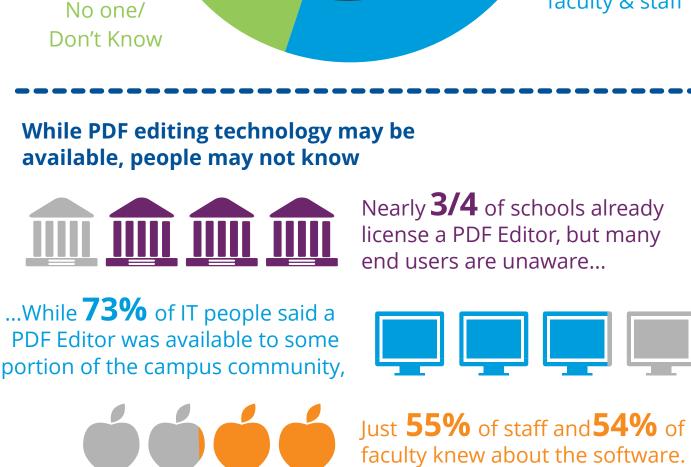
At least once



## in my college?

Sure — often

**26%** ALL students. faculty & staff



make documents accessible perform word processor-like editing incorporate text, video and audio into documents

**Top PDF Editors can enable users to:** 

The portable document format (PDF) is key

to helping higher education go paperless.

**Did You Know?** 

simplify data entry

standardize file formats

4 in 10 🟛

3 in 10 🕮

- Reduced costs

- Improved workflow

among departments

- More automation of

- Less space required

for recordkeeping

routine work

(in ranked order):

Abc

**43%** 

- Increased efficiency

- Reduced paper usage

provide secure file sharing

and universities to license a PDF editor.

8 in 10 facultywould 81% **6 in 10 faculty**say **59%** prefer their colleges they are personally dependent on PDF editors for their work.

Colleges identify numerous benefits in developing paperless processes.

(in ranked order):

Speedier

processes

**Reduced**costs

Universities also face challenges in adopting new digital processes

Schools where at least 80% of processes

are paperless report these top benefits

Reduced

paper usage

**Better**student

experience

**3** 

37%

cite lack of

budget

Plus, because people are familiar with PDF files formats, the learning

curve is much lower than with other approaches to digital

BENEFITS AND CHALLENGES

transformation and business process reengineering initiatives.

2 in 10 🏛 •••••• efficiency of information - Speedier processes - Easier transfer of information

cite learning cite lack of time curve with new for digitizing technology existing documents

cite entrenched business processes

38%



"Letters of recommendation

travel costs and purchases"

"Evaluation of course equivalencies/

articulation agreements"

"Consent forms for things like audio/visual releases"

For more information on Foxit Software's PDF

"Meeting minutes"

and digital document solutions for education, visit www.foxitsoftware.com/education

4-year nonprofits (19%), graduate schools (10%), 4-year for-profits (4%) and other (5%). Responses may not total 100% due to rounding.

WHERE TO BEGIN Here are the campus units where digital conversion should start, according to respondents: **MOST REQUESTED:** HR and personnel Assessment and testing Contracts Learning Admissions Registrar Library paperwork Student files Safety and consent forms Financial aid As Campus Technology readers declared, please eliminate the paperwork here: "Timesheets" "Forms required to arrange and document

> "Annual appointment letters" "Anything "that needs to be emailed — just switch to editable PDFs that can be filled out online"

Notes: Findings are based on a Campus Technology online survey open for invitation-only response in summer 2020. After filtering for appropriateness of affiliation and completeness of answers, survey results represent 195 respondents. Roles included: faculty, instructional and research (40%), IT leadership and staff (28%), non-IT leadership and staff (24%) and other (8%). Affiliations included: four-year public institutions (44%), two-year community colleges (20%),