

Strategic Planning Results

Sorted By: Unit Manager
 Planning Year: 2015-2016

Unit Manager:

Hoisington, Gloria

Unit Code: Planning Unit

32120 Admissions and Records

Unit Purpose

The Imperial Valley College Admissions & Records office is dedicated to student access and success by providing accurate and timely information regarding application, registration and academic policies and providing responsive and respectful service to students, faculty, staff and the community.

Obj ID	Objective	Objective Purpose	Objective Status
543	Students, counselors and admission staff will be able to review student Class 1 records in a digital format on our server.	3 Program Review	Not Started

Objective Description

By June 30, 2016 student Class 1 records will be more readily accessible to students, counselors and admissions staff by 40%.

Institutional Goals
Educational Master Plan 2012-2015
2 Goal Two - Student Learning Programs and Services

Planning Unit Goals
No Data to Display

Objective Types
*Technology Committee

Planning Priorities
*Student Success

Tasks

Due Date	Status	Priority	Task	Budget Amount
06/30/2016	Incomplete	High	Request funds to purchase ViaTRON. ViaTRON will convert A & R student records on microfilm and microfiche that we currently have in storage to a digital format to house on our server. This would involve converting 279 rolls of microfilm to a digital format.	\$17,159
06/30/2016	Incomplete	High	Request Funds to Purchase ViaTRON. ViaTRON will convert microfilm that we currently have in storage for other departments (Academic Services, Human Resources and Business Services) on campus from microfilm to a digital format. We currently have 871 rolls of microfilm that would need to be converted.	\$45,728

Assessment Measures

Date	Description
07/01/2015	Staff satisfaction survey and the cost savings in storage fees.

Intended Results

Date	Description
07/01/2015	This will reduce storage cost and greatly improve work efficiency in locating student records before 2005.

Status Reports

Date	Description
No Data to Display	

Actual Results

Date	Description
No Data to Display	

Use of Results

Date	Description
No Data to Display	

Gap Analysis

Date:	Gap Analysis:
No Data to Display	

SWOT

Date	Description:
No Data to Display	

Units Impacted

Date	Unit Code	Planning Unit	Unit Manager
No Data to Display			

Associated Standards

Standards
No Data to Display

Associated Outcomes

Outcome ID	Outcome	Program
No Data to Display		

Unit Code: Planning Unit
 32120 Admissions and Records

Unit Purpose

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Obj ID	Objective	Objective Purpose	Objective Status
544	By June 30, 2016 we will identify student request forms that we can route internally such as those that need approval by the instructor, department chair and the dean.	3 Program Review	Not Started

Objective Description

Student request forms will be available in an electronic format for review and approval by the specific instructors, department chairs and deans.

Institutional Goals
Educational Master Plan 2012-2015
2 Goal Two - Student Learning Programs and Services

Planning Unit Goals
No Data to Display

Objective Types
No Data to Display

Planning Priorities
*Student Success

Tasks

Due Date	Status	Priority	Task	Budget Amount
06/30/2016	Incomplete	High	Work with IT to develop a process for specific student request forms to be approved and routed internally via the website. Currently for Student Petitions that need to be approved by instructors, department chairs and deans it is currently up to the student to track these individuals down to get their signatures. This process is very time intensive and can be quite frustrating for students.	\$0

Assessment Measures

Date	Description
07/01/2015	Student survey for those students who utilize this option.

Intended Results

Date	Description
07/01/2015	Once in place this option will improve work efficiency and improve student success.

Status Reports

Date	Description
No Data to Display	

Actual Results

Date	Description
No Data to Display	

Use of Results

Date	Description
No Data to Display	

Gap Analysis

Date:	Gap Analysis:
No Data to Display	

SWOT

Date	Description:
No Data to Display	

Units Impacted

Date	Unit Code	Planning Unit	Unit Manager
07/01/2015	16200	Application Services	Cantwell, Jeffrey
07/01/2015	20000	Academic Services	Akinkuoye , Nicholas

Associated Standards

Standards
No Data to Display

Associated Outcomes

Outcome ID	Outcome	Program
No Data to Display		

Unit Code: **Planning Unit**
 32120 Admissions and Records

Unit Purpose

The Imperial Valley College Admissions & Records office is dedicated to student access and success by providing accurate and timely information regarding application, registration and academic policies and providing responsive and respectful service to students, faculty, staff and the community.

Obj ID	Objective	Objective Purpose	Objective Status
545	By June 30, 2016 we will improve our Academic Standing process for identifying students by 40%.	3 Program Review	Not Started

Objective Description

Students on probation and dismissal will be identified and notified in a timely manner.

Institutional Goals
Educational Master Plan 2012-2015
2 Goal Two - Student Learning Programs and Services

Planning Unit Goals
No Data to Display

Objective Types
No Data to Display

Planning Priorities
*Student Success

Tasks

Due Date	Status	Priority	Task	Budget Amount
06/30/2016	Incomplete	High	We will work with other Banner schools to identify options that are available to us for running this process. Our last resort will be applying a patch or mod to help us with this process.	\$0

Assessment Measures

Date	Description
07/01/2015	Staff survey, quality of reports, and prior years data.

Intended Results

Date	Description
No Data to Display	

Status Reports

Date	Description
7/1/2015	Completion of improving the Academic Standing process will improve work efficiency in this area and reduce staff time used currently for identifying students on probation and who will lose priority enrollment privileges.

Actual Results

Date	Description
No Data to Display	

Use of Results

Date	Description
No Data to Display	

Gap Analysis

Date:	Gap Analysis:
No Data to Display	

SWOT

Date	Description:
No Data to Display	

Units Impacted

Date	Unit Code	Planning Unit	Unit Manager
07/01/2015	16200	Application Services	Cantwell, Jeffrey

Associated Standards

Standards
No Data to Display

Associated Outcomes

Outcome ID	Outcome	Program
No Data to Display		

Unit Code: Planning Unit
32120 Admissions and Records

Unit Purpose

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Obj ID	Objective	Objective Purpose	Objective Status
566	To improve our degree and certificate evaluation process by 50%.	4 Process Improvement Opportunity	Not Started

Objective Description

To improve our degree and certificate evaluation process by 50% to ensure these are posted to a students permanent record in a timely fashion.

Institutional Goals	
Educational Master Plan 2012-2015	
2.3	Goal Two - Student Learning Programs and Services --> Student Services Programs Meet Needs of Students

Planning Unit Goals	
No Data to Display	

Objective Types	
*Staffing Committee	

Planning Priorities	
*Student Success	

Tasks

Due Date	Status	Priority	Task	Budget Amount
02/29/2016	In Progress	High	To hire an additional evaluator to assist in the degree and certificate evaluation process. The number of graduation and certificate application has grown dramatically in the last few years to the point where we are not able to meet the current timelines for this process.	\$36,708

Assessment Measures

Date	Description
09/21/2015	1. Argos Reports for degrees and certificates awarded. 2. Evaluator weekly log.

Intended Results

Date	Description
No Data to Display	

Status Reports

Date	Description
No Data to Display	

Actual Results

Date	Description
No Data to Display	

Use of Results

Date	Description
09/21/2015	Students petitions for degrees and certificates will be evaluated within a 3-4 week period once final grades are posted. This will allow students to have degrees and certificates posted to their transcript for college transfer purposes and/or employment purposes.

Gap Analysis

Date:	Gap Analysis:
No Data to Display	

SWOT

Date	Description:
No Data to Display	

Units Impacted

Date	Unit Code	Planning Unit	Unit Manager
No Data to Display			

Associated Standards

Standards
No Data to Display

Associated Outcomes

Outcome ID	Outcome	Program
No Data to Display		