Objectives by Planning Unit and Status

Planning Year: 2018-2019,2016-2017,2017-2018

Planning Year: 2016-2017

Unit Code	Planning Unit	Unit Manager
32120	**Admissions and Records**	**Carr, Vikki**

Objective Status: Complete

627   By June 30, 2017 student Class 1 permanent records will be more readily accessible to counselors and admission staff by 20%.

Counselors and Admission & Records staff will be able to review student Class 1 permanent records in a digital format on our server.

As of July 1, 2017, all transcripts are scanned and indexed into student records in Banner to allow viewing by counselors and other authorized staff.

Objective Status: In Progress

631   By June 30, 2017 improve the turnaround time for the awarding of degrees and certificates by 50%.

Student applications for degrees and certificates will be evaluated, awarded and students notified within 3 - 4 weeks.
Update - As of Summer 2017, the awarding time was 6 weeks turnaround. This is still the current time due to a lack of staff (one evaluator is out on leave).

Planning Year: 2017-2018

Unit Code	Planning Unit	Unit Manager
32120	**Admissions and Records**	**Carr, Vikki**

Objective Status: In Progress

865   Students, counselors and admission staff will be able to review student Class 1 records in a digital format.

We will continue to work toward scanning and indexing permanent records for prior years. We have digitized records from 1922 through 2000 with the assistance of ViaTRON. We still have thousands of permanent records that need to be indexed to student records. Staff have made great progress in this area but we have a long way to go.

Objective Status: Incomplete

864   By June 30, 2018 we will improve the Associate's Degree Application and the Certificate Application to an electronic format.

We will also work with IT to assist us in creating an electronic format for these two application. Students will submit the electronic application for the degree or certificate with the assistance of their counselor. The process would be similar to what is currently in place for the Change of Program forms.

Objective Status: Planning

842   By June 30, 2018 we will improve the Student Petition approval process to ensure successful completion and improve turnaround time by faculty.

Students will be able to submit a Student Petition in an electronic format to allow for the review and approval of the instructor, department chair and dean as appropriate. This electronic format would be similar to Service Desk Ticket process used by our IT Department. This format will save time and be more convenient for all involved.

Planning Year: 2018-2019

Unit Code	Planning Unit	Unit Manager
32120	**Admissions and Records**	**Carr, Vikki**

Objective Status: In Progress

1043   Increase Community Outreach Efforts for Admissions & Records

In an effort to increase student enrollment and assist students with the admissions and registration process, we will attend various community events (College Career Day, High School Sites, Community Events).
7/30/18 Learned that the $6,000 was not approved. We were able to purchase some items (pens, folders, notepads) for community outreach. We will evaluate how that goes this year.

1044   Streamline the Admissions & Records Documents and Forms

Currently, there are 26 forms on our website. Will work with IT and department staff to either make the forms PDF fillable for students and/or find electronic submission formats for students to utilize.
7/31/18 - Received training on ADOBE, which is turning out to not be a product we can use for many forms. Will work with Adobe product and hope to come up with some useful form for students; otherwise, we will need to secure own software for our needs and complying with FERPA.

1045   Reduce transcript evaluations time

2017-18 transcript evaluations were reduced from 161 days backlog to 90 days processing time. The catalog states we are to process transcripts within 90 days. The goal is to go from 90 days to 60 days. We can continue to work on the process of reducing evaluation time by leveraging the skills of a lead evaluator and continued training for existing and newer evaluators.

Objective Status: Not Started

1075   Increase CCAP (dual-enrollment) Efforts

With the CCAP agreement efforts, the Admissions & Records Office has seen the need to dedicate staff time to this growing population. Given the limitations of Banner, this population of students currently has to be manually entered and dropped from our system, incurring additional staff time.

Objective Status: Planning

1261   Enhance A&R Capacity to Support New Programs

The addition of dual enrollment programs, prison programs, and other special population groups have increased duties for the registration specialist. Additional time is needed to successfully monitor and comply with needs of those populations. This population generates additional FTES.

1262   Receive Banner Training for 320 Report and Backend

We are in need of Banner support in two ways, 1) to run the 320 Report which is how we receive our apportionment. In order to ensure that we are extracting all pertinent information and maximizing our FTES utilization, and eliminate the probability of human error, consultants will train staff 2) to facilitate scribing and attributes needed in the awarding of degrees and certificates to students, additional training is needed.