

ADMISSIONS & RECORDS/VETERANS COMPREHENSIVE PROGRAM REVIEW GOALS

COMPREHENSIVE PROGRAM REVIEW GOALS:

- (VFS1): Provide adequate staffing sufficient to support the functions of the department, such as transcript evaluation and degree/certificate awarding.
- (VSF2; VSF3): Rebuild degree audit evaluation system in Colleague.
- (VSF5): Enhance certification process for veterans.
- (VSF5): Support and enhance Professional Development opportunities.

LEARNING SUPPORT OUTCOMES

LEARNING SUPPORT OUTCOMES

Students will utilize the InSite Plan-Progress tool to register for courses.

Faculty will understand the process and timelines for adding and dropping students from classes.

Students will be able to review key timelines for Admissions and Records processes.

TARGET

- STUDENT
- EMPLOYEE
- SERVICE

- STUDENT
- EMPLOYEE
- SERVICE

- STUDENT
- EMPLOYEE
- SERVICE

- STUDENT
- EMPLOYEE
- SERVICE

MEASURE

A&R collects statistical reports each semester using the SQL Reporting service. A&R will track student count by registration method for each term using the Online and In-Person (staff overrides) Registration report.

SQL and DF reports tracking successful/unsuccessful submission during add/drop period. Compare and track reduction in amount of receipt of student appeals.

Collect statistical reports showing number of students who completed processes on time. Collect statistical reports showing student utilization of priority registration dates. Track reduction in amount of student appeals received.

STATUS

- ABANDONED
- IN PROGRESS
- COMPLETED
- NEW OUTCOME

- ABANDONED
- IN PROGRESS
- COMPLETED
- NEW OUTCOME

- ABANDONED
- IN PROGRESS
- COMPLETED
- NEW OUTCOME

- ABANDONED
- IN PROGRESS
- COMPLETED
- NEW OUTCOME

INSERT LINK TO COMPLETED LSO REPORT

Completed
<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:e02bad17-29ac-4db7-8c6d-f7bee09912c5#pageNum=1>

In Progress

In Progress

NEXT STEPS

Enhance web instructions and tutorials for registration using InSite Plan-Progress tool.

Continue to build communication and training materials through flex and web resources. Encourage A&R staff participation in the creation of training materials, enhancements to electronic forms, and committee engagement. DO-IT, Office of Instruction, and Admissions & Records

A&R converting forms through dynamic forms electronic submission with regular effective communication/interaction with students. Dynamic forms queue management software supports staff ability to maintain deadlines without the need for additional exceptions.

RESPONSIBLE PARTIES

Outreach and Admissions & Records

& Records

Admissions & Records

ALIGNED STUDENT SERVICES THEME

Student Engagement and Success, Equity and Inclusion

Commitment to Innovation and Creativity, Equity and Inclusion

Commitment to Innovation and Creativity, Equity and Inclusion, and Commitment to Innovation and Creativity

ALIGNED COMPREHENSIVE PROGRAM REVIEW GOALS

Provide adequate staffing sufficient to support the functions of the department, such as transcript evaluation and degree/certificate awarding. Support and enhance Professional Development opportunities.

Support and enhance Professional Development opportunities.

Provide adequate staffing sufficient to support the functions of the department, such as transcript evaluation and degree/certificate awarding. Support and enhance Professional Development opportunities.