

## **RECOMMENDATIONS FROM THE CERTIFICATE/DEGREE TASK FORCE – MARCH 25, 2008**

### **Group I**

1. Devote a time period before the April 15<sup>th</sup> deadline for applications to promote certificates and degrees: “March to Success”
2. The entire college should work with students individually to achieve goals and celebrate/acknowledge accomplishments

### **Group II**

3. Have specialized counselors for various programs
4. Use faculty advising
5. Assign faculty advisors to program majors
6. Utilize an “advising check off” sheet for certificates/degrees
7. Mandate early assessment
8. Evaluate/update/publish proficiency requirements including satisfying proficiencies within the programs
9. Develop department processes for certifying proficiencies
10. Accept all AP tests for LMC coursework
11. Develop more articulation with high schools
12. Expand offerings at Brentwood for certificates and degrees
13. Expand lab hours to satisfy certificates requirements
14. Market what graduates can do with a certificate or degree
15. Include sequencing of courses in certificate/degree information
16. Identify and publicize April 15<sup>th</sup> as the deadline for applications for certificates/degrees

### **Group III**

17. Place a Certificate/Degree link on the LMC Home Page Website
18. Move certificate/degree information to course description sections in the catalog
19. Send award information to everyone and to programs as part of the annual program review update
20. Offer more certificates and degrees; use market analysis to select which to offer
21. Evaluate certificates and degrees in terms of low numbers to modify or eliminate

### **Group IV**

22. Implement the “Degree Audit” system
23. Hire a transcript audit specialist to process certificates and degrees
24. Automate the granting of skills certificates