

2014-15

LMC Program Review (Admissions and Records)

Unit Profile	Mission Statement
<p>Admissions & Records handles many issues related to student applications, registration, grades, transcripts, evaluation of transcripts, graduation, prerequisites; faculty issues related to rosters, grades, dropping and reinstating students.</p> <p>Admissions & Records processes evaluation and selection of the RN and LVN programs.</p> <p>A&R certifies Veterans students through the VA and deals with the veterans students and their questions.</p> <p>The international student program is handled in the office.</p> <p>Internal audits of records are performed each year by external auditors.</p>	<p>Admissions & Records strives to provide quality and efficient services to students, faculty and community members. By focusing on student learning and success, we aim to help students build their abilities and competencies as life-long learners.</p>

Objectives Section I:

#	Objective Title	Objective Description	Rationale	Activities	Lead 1	Lead 2	Timeline 1	Timeline 2
1	Automate Nursing Program Application	Every year the students turn in their paper nursing applications and the manual process begins. We receive 500-600 applications each year. Many schools have an automatic application process. We would save a huge amount of time by automation.	<p>Even though this has been an object for several years, staff do not have the time to think outside the box to come up with new ideas. Constant movement and retraining of employees has prevented finding a solution to this issue.</p> <p>The A&R Director has worked district-wide with various groups in automating several processes and the thought came that this would be a perfect opportunity to reach an long-term objective.</p>	<p>Visit other schools who have an automated application process for nursing.</p> <p>Prepare a proposal including timing, resources, testing and staffing to accomplish this goal.</p>	Robin Armour		2015SP	

			Because of the focused nature of this objective, we are presenting this as a new and more specific objective.					
2	Develop Vet Center with Appropriate Staffing	<p>Establish a Veteran's Center for students returning from combat and attending school</p> <p>Provide counseling services</p> <p>Provide a staff person for oversight</p> <p>Hire veterans as student workers and for peer mentoring</p>	<p>Returning veterans arrive on campus as an at-risk population for three primary reasons :</p> <ul style="list-style-type: none"> • Most veterans have not attended formal, traditional academic programs for several years • Veterans can often be described as nontraditional learners • Many OEF and OIF veterans return with a traumatic brain injury (TBI), post-traumatic stress disorder (PTSD), or other disabilities that pose substantial barriers to academic success <p>A veterans resource center would provide an entry point for student veterans as they navigate the civilian and academic world as well as provide a study space, computer access, referral services, private counseling area and lounge. Ideally, the center would be staffed by a full-time coordinator who would provide assistance on navigating the different application processes for returning</p>	<p>Review other vet centers to discover the best possibilities</p> <p>The location of the vet center could be housed in the interim A&R space once the remodel is complete</p> <p>Provide adequate staffing</p>	Robin Armour	Diane Ferguson	2015SP	

			<p>veterans; college admissions, scheduling assessment and/or counseling appointments, applying for VA Education Benefits, registering for classes, certifying student's for education benefits, etc.</p> <p>Recently a task force met to develop a recommendation for this purpose.</p>				
3	Restore Staffing	<p>In 2011 the department lost 1.25 FTE to layoff which has caused significant problems for smooth functioning of the office. We would like this restored but in a slightly different manner than before.</p>	<p>In the 2011 budget cuts, an A&R I position was cut from 100% to 75% which has caused problems with the smooth running of the office. We would like this position restored.</p> <p>At the same time a Senior A&R position was eliminated. By changing the structure of the office and downgrading a position when it was replaced, we have begun to recover to previous Senior levels, but we are still one person down. We would like to restore the level but hire another A&R I to handle more of the counter, phones and processing work so our 3 seniors can process evaluations, nursing, graduation and veterans more efficiently.</p> <p>By hiring at this level, we will serve the needs of</p>	<p>Increase level of A&R I from 75% to 100%, 12 months. Recruit for an additional employee at the A&R I level to facilitate office needs</p>	Robin Armour		2014SU

			the students and faculty at a better level and will require less hourly employee assistance.				
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Objectives Section II:

#	RAP Request	Maintenance Request	Maintenance "Other"	Program SLO	College Strategic Priority	District Strategic Plan
1					Increase and accelerate student program completion.	GOAL 3: PARTNERSHIPS FOR WORKFORCE AND ECONOMIC DEVELOPMENT
2				Student veterans will understand certification requirements and take responsibility for communicating changes in their academic goals and semester schedule.	Increase and accelerate student program completion.	GOAL 1: STUDENT LEARNING AND SUCCESS
3	Classified staff			Students will be able to successfully register for classes on WebAdvisor without having to contact the office for assistance.	Build stronger relationships among faculty, staff and students to increase engagement and student success.	GOAL 4: ORGANIZATIONAL EFFECTIVENESS

Objectives Section III:

#	Status	Status Reason	Improvement	Modified By	Modified On
1				rarmour838	2/21/14
2				rarmour838	2/21/14
3				rarmour838	2/21/14

Program SLO:

PSLO#	Learning Outcome	Rationale for Change	Aligned
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1	New students will be able to complete and successfully submit the online application and to understand the next steps upon completion of the application.	We had this SLO several years ago, students still have trouble, so we are adding it again.	No
2	Students will be able to successfully register for classes on WebAdvisor without having to contact the office for assistance.	This SLO was one we had a few years ago, but students still have trouble.	Yes
3	Student veterans will understand certification requirements and take responsibility for communicating changes in their academic goals and semester schedule.	This SLO is in progress. The office has made changes in processing veterans certification, but we still have some work to do.	Yes
4	The LMC community (students, faculty and staff) will understand the process and timelines for adding and dropping classes.	This is an ongoing struggle, to make sure all parties understand the deadlines. So this SLO is being regenerated.	No
5	Students who use the early graduation application process will be using it properly in their last semester of their program; they will use the early appointment to be able to get the classes they need to graduate.	This is a new SLO that we have been working on for a few semesters. Recently we actually performed the SLO to completion.	No