

Academic Year: 2022-2023										
Program: Admissions & Records										
**Personnel-related requests must follow the hiring practices of the appropriate area and will not be considered through Program Review										
Goal One Sentence	Connection of Goal to Mission Statement, Strategic Plan and SAO Results. Use one sentence for each item.	Proposed Activity to Achieve Goal Once Sentence	Responsible Party One Sentence	Fund amount requested. If a collaboration, what % required from each partner? If applicable, list each budget partner/ source separately	Time to Completion Month/ Year	How will you evaluate whether you achieved your goal? Two sentence Limit	End of Year Goal Status (Options- Complete, In Progress, Canceled, On Hold)	Current Measurement Data	Additional Resources Needed (if any) to Complete Goal	Additional Comments
Improve enrollment projections and reduce audit findings related to enrollment/Census collection.	Supports Strategic Goal #2: Increase student completion and meet institutional goals, improve student services and enhance curriculum and programs.	1. Provide timely assessment of enrollment reporting issues to Cabinet. Work with the Scheduling office and Dean of IR to determine best practices and assist in enrollment management process. 2. Continue communication efforts with faculty to increase number of faculty who use online census by 10 per year.	Director	None	AY 2018-19	Online census reporting has been implemented as well as multiple email reminders before, during and after census due dates.	On Hold			Will reassess after the upcoming audit
Increase access and enrollment by collaborating with sites, services, and Guided Pathways planning teams to ensure seamless and transparent processes.	Strategic Goal #2: Increase student completion and meet institutional goals, improve student services and enhance curriculum and programs.	1. Work with the Welcome Center, Outreach, Financial Aid, and Counseling to create a master approach to onboarding students.	Staff	A&R has been working with the Welcome Center, Outreach, Financial Aid and Counseling to improve communication and online webpage information.	AY 2018-19	New forms for AB 540 and residency have been uploaded, and a Steps for New Students Card is being updated. The Sites have provided staffing support regularly resulting in improved communication and collaboration. This year we will focus on creating a master approach (in writing) to onboarding students by participating in Guided Pathways planning and implementation.	In-Progress	n/a		

Develop and implement long-term tech enhancements leading to improved efficiency and compliance.	Strategic Goal #2: Increase student completion and meet institutional goals, improve student services and enhance curriculum and programs.	1. Continue to work with IT to maximize Banner reporting capability and enhance student experience.	Staff	The number of degrees and certificates awarded last year increased by 11.8%. The goal to increase by 10 the number of degrees and certificates resulted in an increase	AY 2018-19	Work will continue in this area to continue increasing degrees/certificates awarded by 10 this year as well. Collaborating with the Enrollment Management and Guided Pathways teams will also have an impact on completion.	On Hold			Will Reassess after 2023 commencement
Increase the number of awarded certificates and degrees by 10 each year.	Strategic Goal #2: Increase student completion and meet institutional goals, improve student services and enhance curriculum and programs.	1. Identify students within a certain range of earned units and request counseling appt. 2. Follow up with students who have not completed graduation requirements. 3. Work with CTE and other programs to increase awards in their areas. 4. Work with counselors to support a flexible timeline to submit graduation petitions for students identified within a certain range of earned units.	Staff	We need to continue work in this area, develop more streamlined processes with counseling/departments for identification of eligible graduates and improve degree petition evaluation, degree awarding and timeline for diploma mailing.	AY 2018-19	Completion data	On Hold			Will Reassess after 2023 commencement
Provide training opportunities to A&R staff in customer service and job related topics	Strategic Goal #4: Recruit and develop employees to foster success for our diverse students.	1. Provide professional development opportunities at regional/state conferences. 2. Provide professional development opportunities on campus and locally. 3. Provide additional training on Banner 9 to reduce impact on services and departmental response.	Staff	SIG or Ellucian training \$20,000	AY 2018-19	Assess professional development needs for employees and provide training opportunities.	In-Progress	n/a	Reduction of open office hours on Fridays to concentrate on trainings	