Admissions & Records
Student Services

Vision/Narrative

The Office of Admissions and Records compiles and maintains academic enrollment records for the College. We strive to provide accurate, responsive and respectful support services to faculty, staff and students. We are committed to the development of staff, the equitable application of policies, uncomplicated and reasonable procedures and the use of current technology to enhance students' success wherever possible.The Admissions and Records Office serves the Gavilan College community by providing three distinct areas of service:• Admission of eligible applicants,• Registration services• Collection and maintenance of official academic and graduation records for all time.Learning to use the services of the Admissions & Records Office is an integral part of a Gavilan student's education. Our goal is to provide an experience that exemplifies the respectful treatment expected of them as students and to offer the information and access to technology that enables them to act on their own behalf. Policies must be widely and clearly communicated and consistently administered in the spirit of their intent. Flexibility, guided by a commitment to institutional integrity, is an important value of this program. This office strives to provide leadership in the development and implementation of electronic processes, which support and integrate services delivered to students, staff and faculty. A&R supports technology that provides access to data used for research, decision-making and state reporting.

Feedback from Supervisor / Dean

Program Objective 1: Improve enrollment projections and reduce audit findings related to enrollment/scheduling errors.

Strategy and Goal(s):

Strategy #1: Optimize enrollment, course offerings, and services to reflect community needs and growth.
Goal #1: Create an institutional approach to offer and integrate student outreach activities, recruitment, assessment, orientation, counseling, retention and follow-up efforts, with particular attention to educationally under-represented student populations.

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

No- None -

Activity 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.

Personnel Request - *none*
Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		12
Budget Committee		
President's Council		

Program Objective 2: Increase access and enrollment by collaborating with sites and services.

Strategy and Goal(s):

Strategy #1: Optimize enrollment, course offerings, and services to reflect community needs and growth.
Goal #1: Create an institutional approach to offer and integrate student outreach activities, recruitment, assessment, orientation, counseling, retention and follow-up efforts, with particular attention to educationally under-represented student populations.

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

No- None -

Activity 1: Work with the Welcome Center, Outreach, Financial Aid, and Counseling to create a master approach to onboarding students.

Personnel Request - *none*
Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		11
Budget Committee		
President's Council		

Program Objective 3: Develop and implement long-term tech enhancements leading to improved efficiency and compliance.

Strategy and Goal(s):

Strategy #1: Optimize enrollment, course offerings, and services to reflect community needs and growth.
Goal #1: Create an institutional approach to offer and integrate student outreach activities, recruitment, assessment, orientation, counseling, retention and follow-up efforts, with particular attention to educationally under-represented student populations.

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

No- None -

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President	Some new tech tools, such as Grad Guru, have been implemented with greater student participation; however, there is no assessment of the value of this tool, for example. We need to develop a process for determining ROI and then recommending whether to continue with a product, look for new tools, etc.	10
Budget Committee		
President's Council		

Program Objective 4: Increase the number of awarded certificates and degrees by 10 each year.

Strategy and Goal(s):

Strategy #1: Optimize enrollment, course offerings, and services to reflect community needs and growth.
Goal #1: Create an institutional approach to offer and integrate student outreach activities, recruitment, assessment, orientation, counseling, retention and follow-up efforts, with particular attention to educationally under-represented student populations.

IEC Program Review:

No: The State has increased focus on outcomes and awards.

Progress:

No: This was begun in 16-17 and progress is being made as this becomes a semi-annual process.

Activity 1: Identify students within a certain range of earned units and request counseling appt.

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 2: Follow up with students who have not completed graduation requirements.

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 3: Work with CTE and other programs to increase awards in their areas.

Personnel Request - *none*
Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		12
Budget Committee		
President's Council		

Program Objective 5: Provide training opportunities to A&R staff in customer service and job related topics

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2016-17

IEC Program Review:

No: This objective is directly related to the new Strategic Plan.

Progress:

Yes: Staff have all attended one Regions 3 and 4 A&R workshop, and an in-house workshop conducted by Cuesta College staff.

Activity 1: Provide professional development opportunities at regional/state conferences

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 2: Provide professional development opportunities on campus and locally

Personnel Request - *none*
Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		

Program Objective 6: Convert Microfiche/Microfilm Documents

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2016-17

IEC Program Review:

No: Records from the 1950s thru mid late 1980's are currently on microfiche. The transfer of the data on the microfilm to the document imaging system will enable staff to provide student transcripts and records faster and more efficiently.

Progress:

No: This is a new objective.

Activity 1: Identify vendors based on recommendations from other community colleges

    Personnel Request - *none*
    Non-Personnel Request - *none*

Activity 2: Receive quotes and select vendor

    Personnel Request - *none*
    Non-Personnel Request - *none*

Activity 3: Provide microfilm to vendor for conversion

    Personnel Request - *none*
    Non-Personnel Request - *none*

Activity 4: Test output and upload data.

    Personnel Request - *none*
    Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		