



## Planning and Evaluation Tracking

College Year: 2010-11

**Division of:** Enrollment Management

**Person Responsible:** Robert Austin

**Department of:** Office of the Registrar

**Person Responsible:** Diane Brice

**Purpose Statement:** Optimize student success by providing admission, enrollment, record maintenance, and related service.

### **Goal Statement #1: Increase completion rates for 2010-11 Academic Year**

**Objectives/Outcomes (including assessment tools and standards):** After implementing a new IT delivered report for the 2009-10 academic year that identifies students who qualify to graduate but do not initiate the application process, the Registrar's Office will graduate 100% of students who meet AC curricular requirements as defined by AC academic policy.

**Results:** The following degrees were awarded to those students who did not apply for graduation, but met the requirements of their degree programs:

Fall 2009: 18 Certificates and 6 Associate degrees were awarded.

Spring 2010: 24 Certificates and 27 Associate degrees were awarded.

### **Use of Results (including improvements and revisions):**

Analysis: Beginning in the Fall of 2005, several attempts to require students to initiate the graduation process were unsuccessful. A query was developed in the Fall of 2009 to identify students who qualified to graduate, but did not initiate or complete the graduation process. Once the query detected those students, we processed their graduation in Colleague which also posts their graduation status to their transcript.

Fall 2009: Out of a total of 24 students, 24 were graduated which equates to a 100% graduation rate for those students who did not initiate the graduation application yet met the requirements for graduation.

Spring 2010: Out of a total of 51 students, 51 were graduated which equates to a 100% graduation rate for those students who did not initiate the graduation application yet met the requirements for graduation.

Plan of Action: Continue to run the query at the end of each semester to have 100% graduation rates of those students who qualified but did not initiate the graduation application. We will also notify the students of their graduation, so that we can either mail their diplomas or the students can pick them up from our office.

## **Goal Statement #2: Increase the amount of awarded credit hours for life experience**

**Objectives/Outcomes (including assessment tools and standards): After implementing a new academic policy for awarding transfer credit hours for military experience, it will result in 20% increase of military students awarded credit as measured by the credit by experience report.**

**Results:** Gathering data for the 2010-11 academic year.

### **Use of Results (including improvements and revisions):**

Analysis: To be determined.

Plan of Action: To be determined.

## **Goal Statement #3: Decrease processing time for incoming transcripts**

**Objectives/Outcomes (including assessment tools and standards): After hiring a third transcript evaluator, the processing time will be 36 hours or less to receive, evaluate and transfer applicable credits to the student's record.**

**Results:** As of April 2010, we were 120 days behind on transcript evaluation. A new transcript evaluator has been hired, effective May 2010. Further results are to be determined as a result of hiring a third transcript evaluator.

**Use of Results (including improvements and revisions):**

Analysis: To be determined.

Plan of Action: To be determined.