



Planning and Evaluation Tracking

College Year: 2009-2010

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 Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Improve communication between Registrar's Office and all clients	1. A) After modifying advertising campaign, there will be a 20% increase in the number of candidates for graduation applying during the scheduled time as compared from Fall to Fall.	1. A) 2005FA—2008FA 302 graduates 2005FA 348 graduates 2006FA 293 graduates 2007FA 260 graduates 2008FA 15.23% increase 2005FA—2006FA 15.80% decrease 2006FA—2007FA 11,26% decrease 2007FA – 2008FA	1. ANALYSIS A) After tracking the graduation application process, we are closing this item. The modifications we have made to this process have not increased our graduation rates. 12/05/2008 PLAN OF ACTION: Close out and start a new objective,
2. Full implementation of the Document Imaging System	2. A) After the document imaging transcript workflow processes are complete and RO staff fully trained, transcripts will be imaged and linked within 48 hours of receipt in the RO. B) After notifying, training and granting access to the	2. No Data Collected	2. ANALYSIS Appropriate reporting software is not available and has not been purchased. ACTION PLAN: Close out this item, but continue looking for ways to effectively use the Document Imaging System to support Faculty and

<p>3. Increase Completion Rates</p>	<p>imaging system, all customer service counter staff and advisors will access student transcripts via the webviewer function of the imaging system with at least 25% of the imaging system utilization being non RO staff as measured through the Imaging utilization reports.</p> <p>3. A. After implementing a tracking system to track students through the CE programs, we will increase our completion rates by processing and reporting students to the Co-Board when they complete courses in the CE programs.</p> <p>3 B. After developing a process to award Certificate of Completions for students who have completed coursework but not applied</p>	<p>3. Begin Fall 2008 Truck Driving: 23 completers Career Clusters: 0 completers</p> <p>Spring 2009 Truck Driving: 25 completers Career Clusters: 0 completers</p> <p>Summer 2009 Truck Driving: 10 completers Career Clusters: 0 completers</p> <p>3 B. Number of certificates awarded: 2008 Spring 2008: 39</p>	<p>Staff.</p> <p>3. Action Plan: Continue to develop and track to increase our completion rates.</p> <p>ANALYSIS: We have been able to show completers out of Truck Driving Program, but have not been successful in collecting the Career Cluster completers. ACTION PLAN: Develop a functional method for tracking Career Cluster Completers and track over the next year.</p> <p>3 B Action Plan: Continue to develop and track to increase our completion rates.</p>
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for the certificate, Amarillo College will increase our completion rates by 10%.

Summer 2008: 15
Fall 2008: 17

2009
Spring 2009:
Summer 2009:
Fall 2009 Not available

ANALYSIS:
Staff turnover, the information to compare exact information is no longer available.

ACTION PLAN:
Will close out this item and begin a new method of increasing completion rates as set forth in item 3 C below.

C. After providing advisors a list of students who have 50 plus semester credit hours (sch) and after advisors contact students by telephone those who are determined to be eligible for graduation, all students who are currently eligible to graduate and were contacted by telephone will apply for graduation as documented in the log kept by the advisor of students with 50 or more sch.

Results:
N = # students on list and were contacted by telephone

Did they apply for graduation?