



Planning and Evaluation Tracking

College Year: 2011-12

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 (Last Reviewed Fall 2011).

Goal Statement #1: Increase completion rates for 2010-11 Academic Year (AC Strategic Plan through 2015: Strategy 1.6).

Objectives/Outcomes (including assessment tools and standards): After implementing a new IT delivered report for the 2010-11 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 (AC Strategic Plan through 2015: Task 1.6.1 and No Excuses).

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.

Summer 2010: 13 Certificates and 10 Associate degrees were awarded

Fall 2010: 138 Certificates and 23 Associate degrees were awarded

Spring 2011: 123 Certificates and 17 Associate degrees were awarded

Summer 2011: 33 Certificates and 16 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.

Summer 2010: Out of a total of 23 students, 23 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.

Fall 2010: Out of a total of 161 students, 161 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 2011: Out of a total of 140 students, 140 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.

Summer 2011: Out of a total of 49 students, 49 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: 75 student transcripts were received during the 2010-2011 academic year. Credit was awarded to 30 of the 75 students through military experience.

Use of Results (including improvements and revisions):

Analysis and Previous Improvement: During the 2010-2011 academic school year, military training credit was awarded to 40% of the students who submitted military training transcripts. Although we were able to award credit to 40% of the students who submitted transcripts, this was a very lengthy and time consuming process for awarding credit.

Plan of Action: We will continue awarding and tracking credit in this manner for the 2012-2013 academic, but will begin researching additional ways to award credit for military experience.

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: Reporting tool for this project is in the ITS budget, but has not been purchased at this point.

Plan of Action: Reporting tool was not purchased for tracking this project. Will track throughout the 2012-2013 academic year.

Goal Statement #4: Receipt of High School Transcripts through TRES system.

Objectives/Outcomes (including assessment tools and standards): After completing the programming with IT to import high school transcripts received through the TRES system, all area high schools will send 100% of their transcripts through this system.

Results and Previous Improvement: As of September 2011 we have received transcripts through the TRES system from 4 area high schools. We have begun work to import the information and directly into the SIS (Colleague). Once we have all schools sending transcripts through this system, this will decrease the amount of paperwork received into the office and decrease the amount of time for processing student's financial aid.

Use of Results (including improvements and revisions):

Analysis: To be determined.

Plan of Action: To be determined.