



## Planning and Evaluation Tracking

College Year: 2012-13

**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 (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:

2010SP 23 of 23 = 100%

2010FA 161 of 161 = 100%

2011SP 140 of 140 = 100%

2011SU 49 of 49 = 100%

2011FA 118 of 118 = 100%

2012SP 186 of 186 = 100%

2012SU 51 of 51 = 100%

### 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.

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

Based on results, outcomes for this project have consistently matched our expectations.

### Plan of Action:

We will continue to run this process at the end of each semester to ensure graduation for those students who qualify but do not initiate the graduation application. Due to the consistency of results, there is no need to continue to measure this outcome.

**Goal Statement #2:** Award academic credit for life experiences.

**Objectives/Outcomes (including assessment tools and standards):** Implementation of a new academic policy that expands options for students to receive credit for military experience will result in 20% increase of military students awarded credit as measured by the (Registrar's Office) credit by experience report.

**Results:**

Military Training Credit awarded:

2010-2011 **30 students of the 75 received for 40%**

2011-2012 **6 students of the 50 received for 12%**

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

**Analysis and Previous Improvement:**

This is a very lengthy time consuming process that resulted in 40% of the students receiving credit during the first year of implementation, but only 12% during the second year. This increase during the first year was due to currently enrolled students receiving credit. The decrease came when it became a routine process. As of last year, the improvement was that the AC Registrar's Office now routinely awards military training credit in a quick, efficient manner.

**Plan of Action:** We will continue awarding credit to students but will no longer be tracking for future outcomes.

**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:** Have not been able to get the type of reporting and tracking tools implemented to track.

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

**Analysis:** n/a

**Plan of Action:** Close.

**Goal Statement #4:** Improve Business Processes in the Registrar's Office

**Objectives/Outcomes (including assessment tools and standards):**

After receiving educational/promotional support from the AC Registrar's Office, 100% of local area high schools will submit transcripts to AC via the TREX System as measured by reports produced through the TREX Administrative Reporting Module.

**Results and Previous Improvement:** To be determined

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

**Analysis:** To be determined.

**Plan of Action:** The Registrar's Office at Amarillo College will contact local schools and help them to successfully implement the TREX System. The following local high schools are to be included in this effort:

- AMARILLO ISD
- BUSHLAND ISD
- HIGHLAND PARK ISD
- RICHARD MILBURN ACADEMY (AMARILLO)
- RIVER ROAD ISD
- CANYON ISD

**Goal Statement #5:** No Late Registration to support the No Excuses Initiative

**Objectives/Outcomes (including assessment tools and standards):**

Seventy five percent (75%) of students who are approved to register for on-line courses after the 1<sup>st</sup> day of the spring 2013 semester will earn grades that meet or exceed those of peers who registered before the first day of class as measured by a comparison of said student grade reports.

**Results and Previous Improvement:** To be determined.

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

**Analysis:** To be determined.

**Plan of Action:** This “No Excuses” outcome statement is designed to verify the efficacy of the College’s (new) restrictive late registration policy. While it is unlikely that students who register late will actually outperform their better prepared peers, this information will be helpful when considering future requests for exceptions to policy.