Michelle Pena
Assistant Director, Admissions & Records

2017-18 Work Plan

**Student Learning:** *A commitment to provide a holistic education that develops curiosity, inquiry, and empowered learners*

- Participate in activities to increase student learning through service on the Dual Enrollment Committee as we review the policy and increase the dual enrollment program.
- Ensure that Admissions and Records staff vacancies are filled quickly and continue to advocate for the expansion of staff in the Office of Admissions and Records.
- Participate as a Data Coach for Guided Pathways.

**Student Progression and Completion:** *A commitment to eliminate barriers that cause students difficulties in completing their educational goals*

- Provide leadership as we work to simplify the student matriculation processes and track students’ progress through those steps for MIS Reporting.
- Participate in the planning of commencement.
- Create a process to auto-award certificates and degrees to students without them having to apply.
- Revamp website for admissions and records functions to make it user friendly.
- Work with District wide student affairs team to remove obstacles for students by eliminating the activation piece of the CCCApply Application and condensing the update process.
- Participate as a functional and technical member of the Starfish Implementation Team.

**Facilities and Infrastructure:** *A commitment to improve the maintenance of and secure funding for college facilities, technology, and infrastructure for the next thirty years*

- Strategically plan and budget for consumables needed in the Admissions and Records area.

**Oversight and Accountability:** *A commitment to improve oversight, accountability, sustainability and transparency in all college processes*

- Coordinate bi-monthly staff meetings
- Oversee MIS reporting to the district and State
- Active monitoring and analysis of the budget
Leadership and Engagement: A commitment to build leadership within the College and engagement with the community

- Participate on the CCCApply Statewide Steering Committee as the Vice Chair and attend monthly meetings.
- Attend and Coordinate the CCCApply annual workshop in spring 2018 and be a presenter.
- Serve as the Region 5&6 Representative, Executive Board member of CACCRAO which includes presenting at the New Directors Training each year, coordinate a yearly training in Region 5&6 and participate in all functions for the yearly CACCRAO meeting.
- Attend CACCRAO Conference in spring 2018.
- Serve on the StARR Committee for the CCCCO Student Attendance Accounting Manual Overview.
- Attend Ellucian Live and 3CBG Conference in spring 2018
- Participate on the BAS Task Force and attend quarterly meetings with the CCCCO for our Baccalaureate program.
- Participate on the Enrollment Management Committee.
- Participate on the Dual Enrollment Committee.
- Participate in Counseling Department meetings.