Michelle Pena
Assistant Director, Admissions & Records

2015-16 Accomplishments

Student Learning

- 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.
- Hired and trained two new A&R Tech 1’s
- Hired and trained one new A&R Tech 2

Student Progression and Completion

- Provided training to Counselors/Advisors, Outreach, and Assessment to simplify the student matriculation processes and track students’ progress through those steps for MIS Reporting.
- Participated in updating scribing in DegreeWorks for the new catalog.
- Provided multiple trainings to counselors and advisors on educational plan creation in DegreeWorks. Went live with electronic educational Plans June 1, 2016.
- Implemented the new CCCApply Statewide Admissions Application.
- Requested Academic Renewal Policy be reviewed and updated – Board approved for fall 2016.
- Provided cross training to the front admission staff, windows 1-4 to provide the same services at all windows.
- Held a DegreeWorks training session and “10 Things Every Instructor Should Know” during flex week.
- Scribed part of the 16-17 College Catalog in DegreeWorks.
- Participated in commencement preparation.

Facilities and Infrastructure

- Strategically planned and budgeted consumable needs in the Admissions and Records area.
- Participated on 14 hiring committees

Oversight and Accountability

- Coordinated bi-monthly staff meetings
- Oversee MIS reporting to the district and State
- Active monitoring and analysis of the budget

Leadership and Engagement

- Provided student data to enable offices to accommodate student groups and SSSP/MIS reporting.
- Attended Counseling Department meetings
• Attended the following conferences:
  o Ellucian Live, Denver CO
  o Community Colleges Admissions and Records Officers yearly training
  o CCCApply and E Transcript California
  o 3CBG – California Community College’s Banner Group

• Participated on the following outside committees:
  o Ellucian Development Partner Group for Registration
  o Ellucian Focus Group for E Transcripts representing California
  o Statewide Steering Committee for CCCApply. The Statewide Steering Committee for CCCApply is representing our entire district.