2016-17 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.

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.
- Update scribing in DegreeWorks as each new catalog is available.
- Provide training to counseling on educational plan creation.
- Participate in the development of Admissions and Records procedures for the BAS program.
- Participate in the planning of commencement

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 needs 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 and attend monthly meetings.
- Attend CCCApply/eTranscriptCA workshops in spring 2017.
- Attend Ellucain Live and DegreeWorks Conference in spring 2017
• Participate on the BAS Task Force.
• Provide student data to enable offices to accommodate student groups and SSSP reporting.
• Participate on the Enrollment Management Committee
• Participate on the Dual Enrollment Committee
• Participate in Counseling Department meetings