2018-2019 Work Plan

**Institutionally critical priorities:**
Focused work to increase services, supports and success:

- Excellence in services and administrative infrastructure
  - Numbers served
  - Efficiency
  - Customer (student) focus
- MIS Reporting accuracies
- CCCApply Redesign
  - 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.
- Participate on the Data Warehouse implementation team.

**Serve the community’s educational needs/increase enrollment (FTES):**
Focused work to increase:

- Dual Enrollment
  - High School enrollment events
  - Review Software that would assist in streamlining the process.
- Enrollment and number of incarcerated students
  - Hire additional staff
- Enrollment and number of AB540 students
Increase special students served (equity factors):
Focused work to increase number of students participating in:
  o AB540
  o Veterans

Increase student success (degree and certificate completion):
Focused work to increase:
  o FTES and Enrollment
    o Transfer degree completion
    o Local degree completion
    o Certificate completion
  o Undocumented Student Success
    o AB540
  o High School
    o Dual Enrollment
    o Online work of supporting home school students
  o Concurrent Enrollment

Leadership & Engagement:
  o Participate on the CCCApply Statewide Steering Committee as the Chair and attend monthly meetings.
  o Serve as the Vice President, Executive Board member of CACCRAO, which includes presenting and assisting in writing the guide and training materials for the New Directors Training each year, and participate in all functions for the yearly CACCRAO meeting.
  o Serve on the StARR Committee for the CCCCCO Student Attendance Accounting Manual Overview.
  o Participate on the BAS Task Force and attend quarterly meetings with the CCCCCO for our Baccalaureate program.
  o Participate on the Ellucian Product Review Committee for Registration, 320 and MIS.