

2019 Annual Program Review: Admissions & Records

1. Purpose of the Program

- a. State the purpose of program, area or unit.

The mission of the Palo Verde College Admissions & Records Department is to provide the following services to our diverse and unique student populations: admissions, course registration, high school concurrent enrollment, transcripts, enrollment verification, transcript evaluation, international student applications, and conferring degrees & Certificates.

- b. How does the program, area or unit support the College Mission?

Admissions & Records is committed to providing excellent service, by accurately obtaining, processing, storing and reporting academic records pertaining to student enrollment data, which supports the overall PVC mission.

2. Population(s) Served

- a. Describe the populations served by the program, area or unit, identifying special populations, if any.

The Admissions & Records Office serves all students within our district, as well as the following special populations; Fire Science, and Incarcerated students.

- b. Describe other populations that should be served by the program, area or unit and identify plans to implement.

<Nothing to report here>

3. Accomplishments in Achieving Goals

- a. List area related Strategic Planning Goals and program, area or unit specific goals, and describe progress in achieving each goal, strategy, objective, and appropriate task.

- CCCApply – Continue to update and improve the online application, and online application process. The district has approved an annual contract for a programmer to maintain the CCCApply online application, which includes routine updates, and customization of the import process.
- Training – SAP Business Object & Ellucian-Colleague Training. Additional training has been provided for developing ad hoc reports within SAP Business Objects. A&R participated in an analysis & optimization of Colleague for the Student Registration and Records, and Admissions modules.
- ImageNow Upgrade – ImageNow is the Document Imaging System that supports records retention/destruction, and provides counselors with immediate access to all student documents; educational plans, petitions, archived paper applications and enrollment forms etc. Work with vendor to upgrade to newer version of system, upgrade scanning calibration/configuration settings, and integrate software with newer version of Ellucian Colleague web user interface.

- b. Explain modifications, if any, of goals.

The ImageNow upgrade project is approximately $\frac{3}{4}$ complete but will continue as a goal into the following year as activities are ongoing due to the complexity and longer-term nature of working with the vendor to complete required items.

4. Strengths, Weaknesses & Accomplishments/Activities

- a. List and comment on the major strengths of the program, area or unit.

- Offers students the most up-to-date technology; CCCApply Online Application, Credentials Inc. Online transcript ordering service.
 - Webpage is kept up to date with most current forms for student and faculty use
 - Current Director of Admissions and Records has over 30 years of experience, all within the Palo Verde College Student Services Department.
- b. List and comment on the major weaknesses of the program, area or unit.
- Office space is inadequate due to the districts growing enrollment.
 - Incarcerated and Fire Science enrollment is hand entered into our student information system (Colleague) and is a large portion of our enrollment growth.
- c. List activities and discuss accomplishments during review period.
- Admissions & Records participated in a complete system analysis with our student information system vendor Ellucian consisting of a complete review of our student records and admissions setup and follow-on consulting to implement any suggested modifications.
 - See attached Admissions & Records Board Reports for details on additional activities.

5. Student Learning Outcomes (SLO)

Appropriate Student learning Outcomes will be developed by each non-instructional area to reflect appropriate outcomes including Program Learning Outcomes and/or Service Area Outcomes (SAO).

Service Area Outcomes	SAO metrics
<p>SAO #1: The Admissions and Records Department will support student applications and registrations via online and paper-based systems meeting student registration deadline and district reporting constraints.</p>	<p>Number of online and paper-based applications and registrations processed during review period.</p> <p><i>Number of applications submitted for the 2018-19 academic year:</i></p> <p><i>Online via CCCApply: 1,220</i></p> <p><i>Paper applications for Incarcerated student population: 3,272</i></p> <p><i>Paper applications for fire science population: 1,607</i></p> <p><i>Total annual <u>duplicated</u> headcount for students served via manual registration; 8,901</i></p> <p><i>Total annual <u>unduplicated</u> headcount for students served via manual registration; 6,456</i></p> <p><i>Total annual unduplicated headcount for ALL students that registered for classes: 7,586</i></p>
<p>SAO #2: Provide students with complete and accurate transcripts.</p>	<p>Number of transcripts processed for students during review period. Distinguish between those processed online and paper/other transcript request avenues.</p> <p><i>See transcript report below for the number of online transcript requests processed.</i></p>

	<i>For next year's program review will also track and incorporate number of paper transcript requests received (these primarily come from incarcerated or correspondence students).</i>
SAO #3: Process student transcript evaluations in a timely fashion to support the college student success mission	<p>Number of applications processed through online CCCApply system as well as via paper-based applications during program review time period.</p> <p><i>During the 2018-19 academic year the A&R Transcript Evaluator completed 319 evaluations. This number increased from 285 completed in the 2017-18 year.</i></p>

Total Transcript Sending by Month

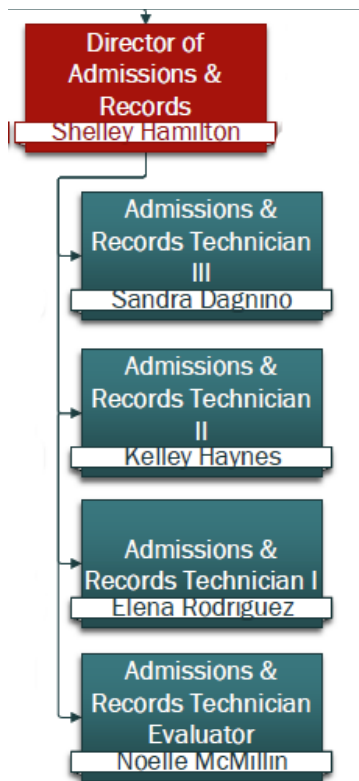
[<< Back To Search](#)

12 Months 18 Months 2019

Month	School Print	School Pick Up	Credentials Print	School-2-School PDF	Third Party PDF	eTranCA ASCII / XML	SPEEDE EDI / XML	OBOR XML	School Direct	Elect%	Totals
Aug 2019	45	1	0	27	7	0	6	0	0	46.51%	86
Jul 2019	45	7	0	22	12	0	6	0	0	43.47%	92
Jun 2019	45	14	0	15	7	0	7	0	0	32.95%	88
May 2019	28	11	0	17	10	0	2	0	0	42.64%	68
Apr 2019	22	3	0	20	13	0	10	0	0	63.23%	68
Mar 2019	22	4	0	20	7	0	13	0	0	60.60%	66
Feb 2019	21	2	0	23	15	0	7	0	0	66.17%	68
Jan 2019	50	7	0	36	14	0	11	0	0	51.69%	118
Dec 2018	22	7	0	14	6	0	1	0	0	42.00%	50
Nov 2018	33	5	0	12	10	0	5	0	0	41.53%	65
Oct 2018	28	8	0	11	14	0	5	0	0	45.45%	66
Sep 2018	36	8	0	19	10	0	11	0	0	47.61%	84
Totals	397	77	0	236	125	0	84	0	0	48.42%	919

6. Human Resources and Staff Development

a. Provide current organization chart of the program, area or unit, showing key functions and responsibilities.



- Director of Admissions and Records
 - A Plan, organize, and oversee operations of the Admissions & Records Office
 - B Interpret, develop, and implement policies and procedures
 - C Prepare and submit state and federal reports
 - D Train, supervise, and evaluate assigned personnel
- Admissions & Records Tech I
 - A Enter admissions applications, and registrations
 - B Record keeping, filing, transcripts, and verifications
 - C Scanning/Linking documents
- Admissions & Records Technician II
 - A Enters admissions applications, and registrations
 - B Processes no shows, reinstatements, transcript requests
 - C Responds to incoming calls, and assists students, staff, and faculty at the counter
- Admissions & Records Technician III
 - A Enter admissions applications, registrations, and attendance hours
 - B Processes no shows, reinstatements, grade changes
 - C Explains policy and procedures to staff, students, and the community
- Admissions & Records Evaluator
 - A Evaluates transfer coursework for equivalency's
 - B Assists with graduation, and academic standing processes
 - C Assists with registration during peak periods

b. Are current management and staff adequate to perform functions and responsibilities satisfactorily and to achieve program, area or unit goals? Explain.

Additional staff will be required if Fire Science and Incarcerated enrollment continues to increase. Paper registration forms and admissions applications are completed for both Fire Science and Incarcerated student population, currently 75% of our total FTES.

c. Describe specific professional development activities in which program, area or unit members participate and explain how such activities benefit or enhance the program and support and facilitate student learning.

- Dealing with Difficult People Training – Provided to all staff on 4/26/2019
- A&R staff attends monthly All Staff Meetings to keep abreast of campus issues and events
- Sexual Harassment Training – Provided to A&R staff online

d. Describe areas of unmet professional development needs among personnel in this program, area or unit, if applicable, and outline plans to address these needs.

It would be beneficial to provide A&R staff with additional FERPA training.

e. Describe organizational changes that would improve program, area or unit performance. Provide timelines for the achievement of such changes and describe measures that assess the effectiveness of such changes.

Additional office space is needed, and currently being discussed with immediate supervisor. The lack of desk space is impeding performance of staff and is conducive to unnecessary interruptions.

Restrictions with our current software (Ellucian Colleague Web Advisor/PVC-Services) is not allowing for the automation of no showing non-participating students or the automation of grade changes. We are in the process of migrating to our vendors new Self-Service web platform which will enable the implementation of some processes mapped out during our optimization consulting to address some of our need for automation. Ongoing efforts will be required in this area.

7. Facilities

a. Are current facilities adequate to support the program, area or unit? Explain.

No, more space is needed currently and if the enrollment growth discussed in section 4b occurs then additional staff workspace will also be needed. However, which additional space is needed the current department location provides for effective interaction with students and faculty.

b. Describe plans for future changes to support facilities.

Additional staff workspace will be needed to accommodate increased paper-based admissions and registration processing that may come with an increase in college enrollment.

8. Technology and Equipment

a. Is the current technology and equipment adequate to support the program, area or unit? Explain.

- Migration to the Ellucian Self-Service web platform will be crucial to improving the quality, ease-of-use, and increase in the services to students and faculty.
- Explore additional transcript automation through current processing vendor.

b. Describe plans for future changes to support technology or equipment.

- Participate fully in the setup and migration to the Self-Service platform. There are a multitude of components that will require work to integrate into college processes and be successfully adopted by students, faculty, and staff.
- While the optimization of existing systems and pursuit of new systems will continue to be pursued, there are limitations to the impact that automation or online systems have on the total workload of the department due to paper-heavy processing involved in inmate, correspondence, and instructional service agreement students. Unique solutions may be needed due to our unique student population.

9. Financial Resources

a. Provide an appropriate financial report for program, area or unit during reporting period. Explain any significant deviations from previous reporting period.

<Ignore the extraneous blank lines – zero-dollar amounts were deleted to make reading easier. Cell alignment will be fixed in the final report version.>

2018-2019	Budget	Budgeted	Expended	Difference	Variation
Supplies	A&R	\$1,395.91	\$1,395.91	\$0.00	0.00%
Benefits	3SP	-\$1,806.85	-\$1,806.85	\$0.00	0.00%
	A&R	\$503.20	\$42,036.24	-\$41,533.04	8253.78%
	SEA	\$53,169.57	\$132,235.44	-\$79,065.87	148.71%
Conferences	A&R	\$15.00	\$15.00	\$0.00	0.00%
	SEA	\$3,500.00	\$0.00	\$3,500.00	-100.00%
Contracts	A&R	\$29,497.39	\$29,497.39	\$0.00	0.00%
	RTG	\$17,408.00	\$17,408.00	\$0.00	0.00%
Copying/Printing	A&R	\$6,740.84	\$6,740.84	\$0.00	0.00%
	SEA	\$7,000.00	\$0.00	\$7,000.00	-100.00%
	RTG	\$64,000.00	\$49,372.51	\$14,627.49	-22.86%
Equipment	RTG	\$64,000.00	\$49,372.51	\$14,627.49	-22.86%
Memberships	A&R	\$300.00	\$300.00	\$0.00	0.00%
	A&R	\$1,201.80	\$1,201.80	\$0.00	0.00%
Postage	A&R	\$1,201.80	\$1,201.80	\$0.00	0.00%
Salaries	A&R	\$6,996.46	\$161,969.26	-\$154,972.80	2215.02%
	SEA	\$45,040.08	\$195,507.80	-\$150,467.72	334.08%

b. Describe whether the current budget is adequate to carry out the responsibilities of the program, area or unit or operation.

The budget is sufficient; however, several important contracts have been covered by the A&R budget and are enumerated below. These are required ongoing expenses that would need to be continued regardless of the level of A&R budget that is funded annually. Also, since the district does not employ a programmer maintaining ongoing funding for these services on a contractual basis is required for the correct functioning and integration with CCCApply, MIS reporting accuracy, and integration with the increasing number of cooperative state initiatives.

- Student Right to Know (IPEDS)
- ImageNow
- College Source (transcript evaluation resource service)
- Consultants: ERP/Colleague programmer, Business Objects reporting consultant, MIS and 320 apportionment reporting coding changes, debugging, and coding customizations.
- Paper admissions and registration forms (growing demand year over year due to the expansion of inmate and correspondence education populations).

c. Describe plans for future budget changes, if any.

Request for funding to cover A&R attending additional training opportunities as well as regional meetings and workshops.

10. Four year plan

a. Place future request for resources (human, financial, facilities, technology & equipment) in a four-year matrix to facilitate future planning.

*** = potential increase in paper-based inmate/correspondence applications/enrollments may incur additional needs due to a corresponding increase in paper-based processing.*

Future Area Needs			2019-20	2020-21	2021-22	2022-23
	Human Resources			Potential data entry staff **	Potential data entry staff **	Potential data entry staff **
	Fiscal Resources			Additional cost for additional paper forms**	Additional cost for additional paper forms**	Additional cost for additional paper forms**
	Physical Resources					
	Technology Resources					

Admissions & Records Board Reports

2018-08-14

- Districts Annual 320 Apportionment report was certified for 2,079.42 FTES on 7/9/2018 (Chancellor's Office & RCOE).
- Districts Spring 2018 MIS files were all submitted/accepted on 7/25/2018 (Chancellor's Office).
- Academic Standing Notifications were sent out to all students for probation & dismissal status on 6/27/2018.
- BOGW (Promise Grant) Ineligible Notifications – Emailed out on 7/17/2018 (Effective for Spring 2019).
- Emailed out all summer 2018 Final Grade Reports & Fall 2018 Student Schedules to all prison locations 8/7/2018.
- Currently working on processing degrees/certificates for Spring 2018 completions.
- Director of A&R participated in the following training/consulting sessions;
- Ellucian on-site Financial Aid Consulting – 17, 18, and 19, 2018
- Business Objects Report Writing Training – on-site – July 23, 24, and 25, 2018
- Ellucian on-site Accounts Receivable Consulting – July 31 – August 2nd, 2018

2018-09-11

In Process:

- Collecting & entering “No Show’s” and Permanent Rosters (Census 9/3/18) Receiving/Entering/Filing registration withdrawals.
- Processing Transcript Evaluations.
- Scanning all registration/counseling documents pertaining to students permanent file. Need to these documents to the student Colleague profile.

Reporting In Process or Upcoming:

- Summer MIS File (185) – Chancellor's Office.
- National Student Clearinghouse File Submission (First of Term) for Fall 2018.
- Completed IPEDS Institution Identification and IC-Header on 8/22/2018.
- IPEDS – Fall Collection (Institutional Characteristics, Completions, & 12-Month Enrollment) due by 10/17/2018.
- MIS Program Award File – due by 9/14/2018 – Chancellor's Office.
- CCFS-320 Annual Recalc Report – Due prior to 10/1/2018 – Chancellor's Office.
- Gainful Employment Disclosures – NSLDS.
- Gainful Employment Annual File – NSLDS.
- E-Verify – ADT's CSU System.

2018-10-09

In Process:

- Continuing to collect permanent (census) rosters.
- Reinstating student's that were reported as “no shows”.
- Scanning & linking all documents (registration forms, petitions, educational plans etc.)
- Processing transcript evaluations.
- Remote consulting with Ellucian on Registration Optimization (PRT Project Grant) (Oct 2 – 4, 2018).

Reporting Items:

- Completed IPEDS Fall Collection Reporting (Institutional Characteristics, Completions, 12-Month Enrollment Files) 9/20/2018.
- MIS Program Award File Submitted/Accepted by Chancellor's Office 9/10/2018.
- MIS Summer File Submitted/Accepted by Chancellor's Office.
- MIS Assessment File Submitted/Accepted by Chancellor's Office 9/19/2018.
- Certified CCFS-320 Annual Recalculation Report for 2,165.73 – Submitted report to the Chancellor's Office & Riverside County Office of Education.
- Currently working on Gainful Employment Annual File & Gainful Employment Disclosure Information.
- ADT Verifications (E-Verify) for transfer students – Due by October 31, 2018

2018-11-13

- Continuing to reinstate students that were reported as “no shows”.
- Continuing to scan and link documents into Image Now/Colleague.
- Registration Optimization with Ellucian took place on Oct 2 – 4 and was very productive. Worked through A&R setup to move from Webadvisor to the new Self Service module in the near future. Reviewed all registration setup – Formulated plans for more streamlined “No-Show” process within new Self Service Module, and process for ending student programs when applicable.
- Submitted the annual Gainful Employment file – 9/28/2018 – NSLDS – Federally required.
- Completed the annual Gainful Employment Disclosure Completions file – Federally required.
- Submitted National Student Clearinghouse (NSC) file for October – 10/10/2018.
- Processed Summer graduates petitions & conferred certificates and degrees – 10/08-12/2018.
- Submitted Financial Aid Annual MIS (180) File – 10/22/2018.
- Sent out midterm deficiency notification to all students receiving midterm grades – 10/15-18/2018.
- Set up priority registration rules within Colleague & flagged all eligible students – 10/22-25/2018.
- Working with IT on Ellucian Mobile Implementation & Colleague UI upgrade
- Working on Image Now upgrade project – February 2019.

2018-12-11

- Final Grading is now open for faculty to begin entering their final grades
- Final grading will close on December 27th and all grades will be verified (available to students online)
- Priority Registration for Group 2 began 12/1/2018 (Continuing & New Fully Matriculated Students in good standing)
- Academic Records Optimization with Ellucian is scheduled for the week of 03/25/2019. (Remote session)
- MIS Consulting with Ellucian, Jan Benoist, is scheduled for December (12/4 & 12/6/2018) and (12/11 & 12/13/2018) to setup parameters to capture/report the newly state mandated MIS data elements.
- Contract renewal with A. Lange LLC is on the board agenda for 12/11/2018. Contract will provide report development assistance/training to A&R for data analysis of MIS and state mandated reporting. Also, the contract will provide a suite of reports for Enrollment Management purposes
- National Student Clearinghouse (NSC) file for December is due on 12/07/2018
- Continuing to work with IT on Ellucian Mobile Implementation & Colleague UI upgrade/Testing
- Continuing to work on Image Now upgrade project – February 2019
- IPEDS Fall Enrollment file opens on 12/12/2018 – Deadline for locking all spring collection files is 04/10/2019

- Met with Mr. Timothy Pointer, U.S. Immigration and Customs Enforcement Field Representative regarding our current International Student & Exchange Visitor Program on 11/15/2018. The meeting is an annual requirement of SEVP for issuance of student I-20 forms.

2019-01-22

- Peek Registration – Manual entry of all Incarcerated student enrollment, importing online admissions applications daily, and assisting our community students with registration processes and questions.
- CCFS-320 P1 report submitted 1/11/2019 – Due 1/15/2019 (1955.57 FTES Certified).
- Final Grades Verified & Available to community students via pvc-services on 12/27/2018.
- Final Grades emailed to all incarcerated students on 1/09/2019.
- Waitlist Process – Running Daily.
- NPSAS Report – Submitted 1/11/2019.
- CCCApply Import Process – Running Daily.

To Do:

- MIS - Fall 2018 – End of Term Files (187) – Due Now!
- Academic Standing Process & Student Notifications – Due Now!
- Requisite Report – Due Now! Process includes deregistering & notifying students that did not pass required prerequisites for Spring 2019 classes.
- IPEDS – Winter Collection – inclusive of Graduation Rates (GR) 200% Graduation Rates (GR200) Admissions (ADM) and Outcome Measures (OM) - Due before 2/8/2019.

2019-02-05

- Last day to register - February 8, 2019.
- Current FTES – 870.23 as of 2/4/2019.
- Student Schedules were emailed to all prisons multiple times over the past 3 weeks.
- Waitlist Process– Last day that the waitlist will be ran for the Spring 2019 registration period is 2/7/2019.
- NPSAS Report – Collected/submitted additional enrollment data (units enrolled and load) for Jaclyn - 1/31/2019.
- CCCApply Import Process – Continue to run daily through registration period.
- IPEDS Winter Collection Survey Files (Graduation Rates, 200% Graduation Rates, Outcome Measures) Reviewed & Resolved Errors – 2/1/2019.
- Processing IEC student applications and registrations from Fall 2018 – Sandra Dagnino
- Coordinated & Participated in Ellucian HR consulting (PRT Grant Funded) – 1/17/2019.
- Working with Ellucian's project Manager, Andrea Borst to coordinate and schedule HR MIS/IPEDS training, A&R Registration Optimization, Business Office-Student Billing/Fees Consulting, and continuing to participate and assist with Implementation of Ellucian Mobile App, and Self Service Module.

Upcoming:

- Fall 2018 Graduates – Review all Fall 2018 petitions, Confer degrees & certificates, and print/distribute all Degrees/Certificates.
- Image Now (Hyland) Upgrade project tentatively scheduled for week of Feb. 18th – 22nd.
- NSC (National Student Clearinghouse) First of Term File due 2/11/2019.
- Create Registration Dates Calendar & Admissions & Records Submission Dates Calendars for Fall 2019 and Spring 2020 for catalog/handbook/class schedule.
- Will attend LaunchBoard Training – March 1, 2019 – Fontana, CA.

- Will attend Guided Pathways Summit – March 3 – 5, 2019 – Riverside, CA.
- MIS – Fall 187 File Resubmission – Pending Colleague patch install by consultant, Jeremy Jones. The Colleague patch encompasses MIS parameter reporting corrections for the Special Populations (SG) file.
- Will continue to work with Ellucian’s MIS consultant, Jan Carpenter to make adjustments to Colleague MIS valcode and translation tables to assure accurate reporting for the SG (Special Populations) MIS file.
- Will schedule additional hours with Ellucian’s 320 reporting consultant, Jan Carpenter to make customizations to our current CCFS-320 reporting process to adjust to the Chancellor’s Office New Funding Formula.

2019-03-12

In Progress:

- CCFS-320 P2 report Due - 4/15/2019.
- Priority Registration for Summer and Fall begins April 29, 2019 – Currently working on setting up our SIS in preparation for upcoming registration periods.
- Midterm Grades are due by April 12, 2019.
- Permanent Census Roster were due on March 4, 2019.
- Image Now Upgrade project is underway – IT has built the new servers necessary for the upgrade, and planning for on-site consulting is underway.
- Last day to petition to graduate was 3/7/2019 – all petitions received will be reviewed for graduation eligibility within the next week.
- Ellucian registration optimization call is schedule for 3/15/2019 – The registration optimization is part of the PRT grant received last year.
- Admissions and Records is heavily engaged in AB 705 and Guided Pathways – attending various meetings and trainings.

Completed:

- MIS - Fall 2018 – End of Term Files (187) – Submitted & Accepted by the Chancellor’s Office on 1/25/2019.
- Academic Standing Process completed on 1/14/2019 & student notifications were sent out via email and letters on 1/28/2019.
- Requisite Report completed on 1/11/2019 – Report identifies students that did not satisfy their prerequisites for spring 2019.
- Students that did not pass required prerequisite courses in Fall 2018 were deregistered for Spring 2019 classes & sent notifications via email.
- Letters were mailed to non-community students.
- IPEDS – Winter Collection Surveys – inclusive of Graduation Rates (GR) 200% Graduation Rates (GR200) Admissions (ADM) and Outcome Measures.
- (OM) - Completed on 2/5/2019.
- Fall 2018 Degree & Certificate completions – Conferred a total of 237 individual certificates & degrees for Fall 2018.
- Attended Guided Pathways Summit in Riverside CA on March 4th and 5th 2019.T
- Attended LaunchBoard Training in Fontana CA on March 1st 2019.

2019-04-16

- CCFS-320 P2 report due - 4/15/2019.
- Priority Registration for Summer and Fall begins April 29, 2019 – Currently working on setting up our SIS in preparation for upcoming registration periods.

- Midterm Grades are due by April 12, 2019 – Student notifications will go out the week of April 15th
- Image Now Upgrade project is underway – Onsite consulting is preliminary scheduled for the week of May 13th.
- Reviewed all Petitions to Graduate for eligibility to graduate, and sent final lists to Staci Lee for creation of our graduation program.
- National Student Clearinghouse Spring 2019 Subsequent of Term file – Produced & Transmitted on 4/08/2019.
- Working on creation of A&R's 2018-19 Budget.
- Working on implementing curriculum approved prerequisite/Corequisite changes within our SIS (Colleague).
- Reviewing A&R's section of the Student Handbook and the College Catalog and making the necessary changes.
- Completed Student Registration Optimization consulting with Ellucian the week of 3/25/2019 – The registration optimization is part of the PRT grant received last year. Multiple topics were discussed, and some processes will potentially be streamlined once the district is live with Ellucian's Self Service Module, which will replace our current "PVC-Services" (Webadvisor module).
- Working on creation and submission of districts MIS College Calendar for the 2019-2020 academic year.
- Assisting with writing the Accreditation Standard 1C for the upcoming ACCJC visit.
- Participating in upcoming Financial Aid Ellucian Optimization consulting May 6 – 10, 2019.
- I will be off campus attending the annual CACCRAO conference April 28 – May 1, 2019 in San Diego, CA.

2019-05-14

- CCFS-320 P2 Apportionment Report submitted – 2,096.64.
- Graduation Stats - Reviewed 633 Petitions to Graduate for the 2018-19 Academic Year - 394 students will receive a degree/certificate (unduplicated count) - 595 degrees/certificates will be conferred for the 18-19 Academic Year.
- Currently working on registering our incarcerated students for Summer and Fall semesters.
- Midterm Grades notifications were sent out to all student on April 15 & 16, 2019.
- Image Now Upgrade project is scheduled for the weeks of May 13th and 20th.
- National Student Clearinghouse Spring 2019 Subsequent of Term file – Due on 5/10/2019.
- Submitted 2018-19 Annual Department budget.
- Working on implementing curriculum approved prerequisite/Corequisite changes within our SIS (Colleague).
- Reviewed A&R's section of the Student Handbook and the College Catalog and made any necessary changes.
- Participating in on-site Financial Aid Optimization consulting with Ellucian the week of 05/07/2019 – The Financial Aid optimization is part of the PRT grant received last year.
- Working on creation and submission of districts MIS College Calendar for the 2019-2020 academic year – Due mid-June to the Chancellor's Office.
- Assisting with writing the Accreditation Standard 1C for the upcoming ACCJC visit.
- Working on A&R's Faculty Submission Calendar for Summer & Fall terms.

2019-06-11

- Continuing to enter summer & fall applications and registrations.
- Submitted project plan & approved for \$90k Rural Technical Grant from the Chancellor's Office.
- Final grades for Spring 2019 will be verified and made accessible to our students on June 14, 2019.

- Wait listing – Due to A&R’s utilization of the wait listing functionality, Maria Kehl has added numerous additional summer sections, allowing us to manually move students from the waitlist into the additional sections.
- Image Now Upgrade project is getting close to completion – new scanners have been connected in the A&R and Financial Aid Offices – consultant is currently working remotely to configure & map the connection of the new Image Now software to Colleague UI5.
- National Student Clearinghouse Spring 2019 Subsequent of Term file – Due 6/02/2019 – In progress.
- Submitted A&R’s annual budget proposal for FY 19-20.
- Continuing to review/update curriculum approved prerequisite/Corequisite changes within our SIS (Colleague).
- In process of submitting the districts MIS College Calendar for the 2019-2020 academic year.
- Continuing to assist with writing the Accreditation Standard 1C for the upcoming ACCJC visit.
- Assisted/participated in the Financial Aid Ellucian Optimization consulting May 6 – 10, 2019 – On-Site consultant reviewed and trained the financial aid director on completing the annual setup in Colleague. Training was extremely beneficial.

2019-08-05

- Fall 2019 – We are caught up, and registrations are still coming in daily
- Summer 2019 Session – Final Grade’s posted on 7/31/19
- Waitlisting Process – Moving students into new sections
- Submitted 320 Annual Report to the Chancellor’s Office on 7/11/19 – Total FTES reported 2,100.26
- Working on Spring 2019 (193) MIS submission Files due to the Chancellor’s Office 7/31/2019 – working with Ellucian Support to resolve some issues with latest patch affecting MIS process
- Currently sending out student schedules for Fall 2019 for all Incarcerated students
- Will send out Summer 2019 Final Grade Reports to Incarcerated Students – week of 08/05/19
- Probation & Dismissal Notifications - Sent out email notifications to community students 7/22/19 – Letters will be sent out to Incarcerated students week of 08/05/19. Provided lists to all counselors for follow-up.
- Working on Self Service Implementation with Adam and Ellucian consultant with PRT Grant funds
- Working on Image Now Upgrade – In Process – Upgrade 90% complete for A&R, and just beginning for the FA Office
- Attending Ellucian Users Group Workshops (CHUGACUG) with Diana Mendez on August 7th & 8th in Los Angeles, CA
- Spring 2019 Certificates/Degrees – Will begin processing week of August 12th
- IPEDS Reporting – Begins 08/07/2019 – Institution Identification & IC Header due by 08/27/19
- Summer 2019(195) – MIS file due end by August 30th