

Admissions & Records

Annual Update

2018

LASSEN COMMUNITY COLLEGE

(Angela Waelti, Admissions & Records Assistant II/ Karen Clancy, Admissions & Records Technician/Davis
Murphy, Director)

Accepted by Cabinet: (insert date)

Accepted by Consultation Council: (insert date)

Accepted by Governing Board: (insert date)

CONTENTS

PROGRESS REPORT	1
ADMINISTRATIVE UNIT AND/OR STUDENT LEARNING OUTCOMES	1
PROGRAM NEEDS ASSESSMENT	1
PROGRESS AND REPRIORITIZATION OF RECOMMENDATIONS	2
ADDITIONAL INFORMATION	2
PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN INSTITUTIONAL EFFECTIVENESS MASTER PLAN	3
PRIORITIZED RECOMMENDATION FOR INCLUSION IN STUDENT SERVICES MASTER PLAN	3
PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN EDUCATIONAL MASTER PLAN	3
PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN HUMAN RECOURSE MASTER PLAN	4
PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN THE FACILITIES MASTER PLAN	4
PRIORITIZED RECOMMENDATIONS INCLUSION IN INSTITUTIONAL TECHNOLOGY MASTER PLAN	4
ATTACHMENT A	5
LASSEN COMMUNITY COLLEGE MASTER PLAN OVERVIEW	5

Admissions & Records

Annual Update

Progress Report

Review previous NIPR and/or annual updates. Describe progress made on any recommendations. Describe any changes made within the program.

- The need to restructure the Admissions & Records area is still a need and a concern due to the safety of the individuals within the office and for security reasons for student's files. Records need to be stored in a secure location.
- Need to review processes and determine if there is a need to update or reorganize our processes that will help with productivity and better serve our students.
- An increase in the travel budget is still a need for professional development and outreach to local schools, prisons, etc.
- Admissions and Records is still in the need of increasing the total employee total within the office to four people as it will help improve the overall productivity of the office. This has been proposed and is part of ongoing negotiations.
- Scanners at every employees desk is still a need as it will help with the efficiency in filing.

Administrative Unit and/or Student Learning Outcomes

Note emerging needs based on assessment of AUO and/or SLO. Note any planning or budget changes based on assessment of AUO and/or SLO.

- Internal audits are still being executed periodically to seek out mistakes in CCCApply applications. Follow up with students still needs to done more frequently and will occur more moving forward.
- The use of the MyLassen Portal has been a point of emphasis for our office due to the campus wide push to increase Portal usage among students.

Program Needs Assessment

Describe new needs that have developed since the previous review. Consider new needs in staffing, equipment, training, facilities, or funding. Make sure to include data sources in the previous item that support emerging program needs.

- Training for the entire A&R staff is a must in order to better serve our students. This will need to be met with an increase in funding.
- Restructure of the entire A&R office is becoming more of a pressing issue in order to embrace changes to our processes.
- Add a new computer to the office for the microfiche printer. This would allow anyone to access it and not only one person which is a problem in the case of an absence.
- Add a printer to the computers out in the lobby for students.

Progress and Reprioritization of Recommendations

Review the prioritized recommendations in the previous program review. Record outcomes of items in the planning agendas for each section. Note any changes in priority as well as any additions or deletions. Provide updated planning agenda forms for each planning committee. See next page.

Additional Information

Describe or note additional information pertinent to the program, particularly information which supports new needs or growth or that documents program successes.

- NA

Prioritized Recommendations for Inclusion in Institutional Effectiveness Master Plan
 Admissions and Records 2018

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome

Prioritized Recommendation for Inclusion in Student Services Master Plan
 Admissions and Records 2018

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1	Reclassification of Staff	2018-2019	TBD	Better Organization
2	A&R Assistant I	2018-2019	\$50,000	Better Customer Service
3	Additional Scanners	2018-2020	\$12,000	Increase Efficiency
4	ID Machine	2018-2019	\$5,000	
5	Increase Travel Budget	2018-2020	\$5,000	Training and Outreach

Prioritized Recommendations for Inclusion in Educational Master Plan
 Admissions and Records 2018

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome

Prioritized Recommendations for Inclusion in Human Recourse Master Plan
 Admissions and Records 2018

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1	Reclassification of Staff	2018-2019	TBD	Better Organization
2	A&R Assistant I	2018-2019	\$50,000	Better Customer Service
3				
4				
5				

Prioritized Recommendations for Inclusion in the Facilities Master Plan
 Admissions and Records 2018

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1	Restructure Admissions Office	2018-2020	\$20,000	Safety, Confidentiality and better serve our students.
2	Office Furniture and Chairs	2018-2020	\$7,000	
3				
4				
5				

Prioritized Recommendations Inclusion in Institutional Technology Master Plan
 Admissions and Records 2018

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1	Updated Computers	2018-2019	\$5,000	Faster Processing
2	Additional Scanners	2018-2020	\$12,000	Increase Efficiency
3	ID Machine	2018-2019	\$5,000	Better Serve Our Students
4	Computer for Microfiche	2018-2019	\$3,000	Productivity
5	Printer in lobby for students	2018-2019	\$1,500	Better Serve Our Students

Attachment A

Lassen Community College Master Plan Overview

Six master plans comprise the Comprehensive Institutional Master Plan. Recommendations from program reviews will be input into the selected master plans as determined by faculty in the prioritized recommendation spreadsheets. To better understand which master plan might be most appropriate for each program recommendation, a summary/objective of each plan is included below. More information can be found in the Shared Governance and Consultation Council Handbook and the Comprehensive Institutional Master Plan.

Institutional Effectiveness Master Plan (IEMP): the IEMP addresses college needs not addressed in other plans. These needs include research, governance, outcome assessment, and administrative operations.

Educational Master Plan (EMP): The EMP addresses the instructional planning needs of the college.

Student Services Master Plan (SSMP): The SSMP highlights the services needed to maximize the student experience through a variety of key student support services.

Institutional Technology Master Plan (ITMP): The ITMP addresses the technology needs of the campus.

Facilities Master Plan (FMP): The FMP addresses the physical infrastructure, facility, and maintenance needs of the campus.

Human Resources Master Plan (HRMP): The HRMP identifies and manages the administrative functions of recruitment, selection, evaluation, and professional development needs of the College to ensure a fully-staffed and highly functioning team of employees.