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| jscc logo | | **Goal Progress Report** | |
| **Program: Articulation/Graduation Office (Incorporating Admissions & Records due to Re-organization)** |  | **Report period: 2019-2020** |  | |
| **What has your unit accomplished from the goals you proposed in the first year of your most recent Strategic Plan?** | | | |
| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| **Build new DegreeWorks in OneACCS for Associate and Certificate Programs for the 2019-2020 Academic Year and train an additional staff member in DegreeWorks Operations** | DegreeWorks is an online degree audit program. It enables students to view their progress toward a degree at any time, as well as to analyze how their courses would apply to other programs. It is a critical tool for academic advising and for the graduation check-out process  The migration from Legacy to OneACCS Banner has required that we re-build all DegreeWorks programs.  A primary manager for this is needed to ensure programs are accurate and issues are resolved quickly. | We have re-built all programs through the 2020-2021 Catalog Year.  We are working with JSCC IT and ACCS IT on technical issues and will then be able to release this to all students and the campus community.  We have not been able to identify an additional staff member. | In November 2019 we attended training with ACCS and an Ellucian Consultant.  We have been aided by having Trish Putman, who helped build JSCC’s original DegreeWorks programs.  We are seeking a new position in order to have a primary coordinator for DegreeWorks (among other responsibilities.) |
| **The graduation rate of the**  **201810 (Fall 2017) Cohort will 14% or higher** | The graduation rate of Cohort students is viewed as an important measure of student success and retention. It is thus important that we increase the percentage of these students who graduate within three years. | Currently 9.35% of these students have graduated. This is still in progress, and we believe we are on pace to meet this goal.  Note: The numbers may be off to some degree since there have been some issues tracking Cohort students in OneACCS Banner. | We try to get students excited about graduation by including information at New Student Orientation, setting up a Graduation table at events, etc.  We track Cohort students and reach out to them to provide information and encourage them to graduate. |
| **Students will receive current and accurate information in the Jefferson State Community College Catalog.** | Services of a graphic artist are needed for the design and formatting of the Catalog. This year these costs will be approximately $3,250.  500 spiral-bound copies of the 300-page Catalog will cost approximately $10,000. | Editing of the Catalog and Student Handbook is almost finalized, and it will be sent for design/formatting in early May.  We plan to order approximately 500 spiral bound copies, in additional to the digital, online version.  We plan to have the digital version available in June and printed copies delivered in July. | Updates to the catalog each year are numerous and require several updates and revisions before the final version is ready. This publishing cycle was exhaustive in keeping with the recent change to OneACCS Banner.  Communication between all members of the college of any changes begins in the Fall of each year and continues until the catalog goes to press at the end of spring.  The Catalog is then sent to a graphic artist for design/formatting.  A digital version is produced for the website, and a prescribed number of printed copies are ordered. |
| **Graduation applications will be processed in a timely manner and applicants will receive timely feedback.** | Currently, students may apply to graduate online via Self-Service Banner or using a hard-copy application.  Students are encouraged to apply by a recommended deadline of the term preceding their graduation term. It is important that applications be processed as quickly as possible so students will have guidance for final course selection during their planned final term. | We were able to provide this information for Fall 2019 applicants in a timely manner.  Currently, all Spring 2020 and Summer 2020 applications are being processed quickly. We are considering whether students prefer email or receiving hard copies.  Improving this process is an ongoing goal. | We have re-built the online graduation application to work with OneACCS Banner.  We are using multiple Argos reports to inform us daily of online applicants and process them.  We are using OneACCS DegreeWorks audits to evaluate each applicant’s eligibility. Each applicant is sent a letter with his/her status and a copy of the DegreeWorks audit. |
| **Increase the number of complete admission applications.** | Currently, students apply to Jefferson State using the online admission application (via Self-Service Banner) or, in certain situations, using a hard copy.  We are striving to make the application process streamlined as possible. | It is difficult to assess data on this at this time since not all admissions data was migrated from Legacy Banner to OneACCS Banner.  However, we have made significant progress in streamlining our processes and communicating with applicants.  This is an ongoing goal. | We have re-built the online web application for OneACCS Banner and have re-designed the paper application.  With permission from ACCS, we have removed one of the items we had been requiring for unconditional admission: the Signature Page.  We have developed an online platform that allows students to electronically submit a copy of their required ID using a mobile device or computer.  We send emails to students notifying them of what items are needed to complete their application. They can also check the status of their application anytime via SSB. |
| **Enhance communication and outreach of the Records office among students, faculty, and staff.** | The Records Office primary communicates with students and the campus community via the website, JSCC email, and phone.  We are working with IT to re-create communication Argos reports as well as to create more paperless forms (to be more student-friendly and to make workflows more efficient). | Last fall, we launched a new transcript service, Credentials Solutions, and worked with Media relations to announce this to students and the campus community.  We lost many communication reports (Argos) that were available in Legacy Argos, and we are working with IT to re-establish these.  We are working with IT to make paperless forms available, such as the Grade Change Form, Withdrawal Form, etc. | The scope of the Records Office is far-reaching, and we have been taking a careful analysis of what types of communication are needed for various stakeholders at various times.  We are focusing on our web presence as well as communication via email and, in some instances, USPS mail.  We have determined there is a need for all Records forms to be available in a paperless format. |
| **Submission date: April 27, 2020** | | **Submitted by: Adam Goodman** | |