**Unit Goal Revisions**

**2016 - 2017**

Every two years, during spring semester, programs/departments/service units are asked to develop Unit Strategic Plans. These plans need to be closely aligned with the Institutional Action Priorities, the College’s Long Range Goals, and the College’s five year strategic plan. The Strategic Plans incorporate and reflect the operation of that unit at all campuses and instructional sites. Each unit’s budget needs to reflect the fiscal implications associated with the unit’s identified goals and objectives.

Following the first year each unit submits a goal progress report and revises their unit goals for the second year.

**Name of Program/Department:** Articulation /Graduation Office

**2015-2016 Accomplishments:**

***Class Schedule***

* *Digital copies of PDF class schedule documents continue to be available on our Class Schedule website.*
* *We continue to work on two class schedules at a time. During the fall semester, the Department worked on making edits to the spring and summer schedules at the same time. The spring schedule was finalized in mid-March as in the past. Changes to the summer schedule were made during fall semester with final changes being made in the spring. This worked well for everyone and students were able to plan for summer classes earlier.*
* *The Shelby and Jefferson Campuses changed the morning start times to begin 30 minutes later. After each semester’s class schedule was rolled from the previous year, we worked with each area’s coordinator and/ or support staff who was responsible for getting the classes updated successfully.*

***Xtender***

* *Continued to work nonstop to scan and index graduation applications, course substitutions, transient letters and requests, and miscellaneous graduation documents for students.*

***Graduation***

* *282 students registered to participate in the 2016 graduation commencement. The commencement program was successfully created and delivered in a timely manner. The ceremony was held at The Alabama Theatre for the 2nd consecutive year. New regalia was selected for the students marching in the ceremony.*
* *Fall 2015 – Reviewed 2244 graduation folders.*
* *Spring 2016 – Reviewed 1877 graduation folders.*
* *Summer 2016 – Reviewed 868 graduation folders.*
* *Fall 2015-Summer 2016 – Awarded 1373 Degrees and Certificates*
* *Updated forms on the web to reflect updates with curriculum changes and availability*
* *Continually updating our procedures for daily processes.*

***Cohorts***

* *“Worked” the 201410 Cohort group to identify possible graduates who have not applied.*
* *Contacted, Emailed, Mailed every cohort within a certain parameter who potentially had enough credits to graduate*
* *Increased the Cohort Rate from 9.98% (201310) to* ***12.35% (as of 8/26/16)***

***Financial Aid***

* *Fall 2015 - 96.85% of all financial aid students were in the correct classes.   
  Spring 2016 – 93.98% of all financial aid students were in the correct classes.  
  Summer 2016 – 92.52% of all financial aid students were in the correct classes.*

***ARGOS***

* *Together with IT, modifications to existing reports were made to make operations more efficient*
* *Multi-campus email sent each term notifying students that they were registered for classes at two locations with less than 45 minutes travel time between locations.*
* *Sent emails to students who had a substitution processed for their program.*

***Degree Works***

* *Degree Works programs were built and edited based on changes with curriculums*
* *Yearly maintenance was performed in preparation to open up the catalog year for 2016-17 which included updates from the Curriculum Committee*
* *In coordination with Director of Admissions & Retention, provided workshops with Degree Works training to staff and faculty*

***Office***

* *Requested a much needed high end printer to accommodate the heavy printing that is needed in our offices.*

***Catalog and Student Handbook***

* *Worked with College personnel to edit the Catalog and Student Handbook.*
* *Reviewed all changes to the catalog for accuracy and consistency throughout the Catalog and Student Handbook.*
* *Worked with a designer and graphic artist for formatting and cover design for the new Catalog and Student Handbook.*
* *Worked to ensure catalog book and cds were published.*

***National Student Clearinghouse***

* *Continue to send enrollment and degree data for students.*
* *Along with Director of Admissions and Retention, and other staff members, to automate the Clearinghouse process with the use of Automic, a Banner product. This process has greatly sped up the Time Status, Enrollment Reporting, and Degree Verify reporting.*

**Revised Unit Goals (plans for the unit for the second year of the two year plan):**

1. **Objectives – the activities through which the goal will be achieved. Each Unit Goal should have at least one objective.**
2. **Method of Assessment – how the unit will determine if the objective has been met.**
3. **Additional Funding Requests – provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.**

**Revised Unit Goals for 2016-2017**

**Goal 1: Maintain DegreeWorks for associate and certificate programs for the 2016-2017 academic year**

1. Objectives

a. Update Scribe programs for the 2016-2017 catalog as needed

2. Method of Assessment

a. 100% of previous Degree Works programs updated

3. Additional Funding Requests

a. No additional funding is requested to maintain Degree Works. Funding for yearly licensing fees and expenses is processed through the Information Technology Department.

**Goal 2: 201510 Cohort Rate to 12.5%**

1. Objectives
   1. Identify the students earlier within the 201510 Cohort group
   2. Communicate more effectively with this group and offer resources available to promote graduating in a timely manner
   3. Graduate 12.5% of the Cohort Group
      1. The 201410 Cohort rate was 12.73% (as of 9/7/16), surpassing the targeted goal. *(revise this statement*)
2. Method of Assessment
   1. Through Argos reports designed by the Information Technology Department.
3. Additional Funding Request
   1. None

**Goal 3: Continue “Finish in Two” (Years) Graduation Marketing Campaign**

1. Objectives
   1. Form an implementation team to spearhead the **“Finish in Two”** (*add title again)* campaign
   2. To promote the importance of graduation to every student
   3. To promote finishing in a timely manner
   4. Develop Social Media Accounts for the graduation office
   5. To collaborate with Information Technology Department and Media Relations to successfully launch campaign.
2. Method of Assessment
   1. Measure the number of graduation applications received, processed, and awarded annually
3. Additional Funding Requests
   1. Develop high quality videos and “shorts” - coordinate with Media Department to use college resources
   2. High quality banners, flyers, and other print material to be distributed campus wide - $5,000.
   3. High quality promotional items (SWAG) to give to students at campus events - $2,500

**Goal 4: Review and update the Catalog and Student Handbook on a yearly basis.** It will be crucial that we continue to outsource the design and formatting of the Catalog and Student Handbook as well as the design of the Catalog and Student Handbook cd label and jacket. By outsourcing these projects we have a professional looking product and so much time is saved during the busiest time of the year for our office. We will also need to continue to bid the printing of the printed Catalog and Student Handbook and the cds. Lastly, the Department would like to purchase a license for Adobe Apps (which includes InDesign and Photoshop-two programs that are used in the creation of the catalog and student handbook). Learning these programs can improve the editing turnaround time will save funds in the future.

1. Objectives

1. Make available the Word files of the Catalog and Student Handbook from the previous year.
2. Catalog is reviewed by responsible persons on campus and changes are made to the catalog files using Word’s Track Changes. Changes are sent to supervisors/deans/president for final approvals
3. Catalog Track Changes are accepted or rejected depending on whether changes were approved.
4. Catalog Word files are available on campus for final text approval.
5. Final changes made to catalog files
6. Services of a graphic artist for design and file preparation of the Catalog and Student Handbook. Also includes the design and file preparation of the cd cover and inside design and cd disc.

2. Method of Assessment

a. Assessment of deadlines met throughout the revising process

b. The Catalog and Student Handbook printed catalogs and cds will arriving on campus by early registration for fall 2017

3. Additional Funding Requests

a. Adobe Apps – One Year License - $239.88 (Institutional Rate)

b. Graphic artist services = $7,500.00

c. Printing of 4350 catalog books = $9,500.00

d. Printing of up to 13,000 cds = $8,500.00

**Goal 5: Process graduation applications in a timely manner**

1. Objectives

a. Load graduation application in Banner

1. Prepare graduation folder for each graduation application
2. Review graduation folder and send notification of graduation status to student
3. Send career program graduation folders to program coordinators for review
4. Update Banner graduation file for students who will be graduating at the end of the term/semester
5. Mail graduating students a letter notifying them of their impending graduation and a diploma card

g. Graduate students at the end of the term after grades are posted.

2. Method of Assessment

a. All hardcopy and online graduation applications loaded in Banner.

b. Updated Degree Works audit sent to all students with graduation folders

c. 100% of all Pending students at the end of the term have been graduated or reevaluated for future graduation. *(revise)*

3. Additional Funding Requests

a. None

**Goal 6: Provide accurate class schedule information**

1. Objectives

1. Set up Banner for upcoming term
2. Roll class schedule from previous year
3. Work with Faculty Load Team to have sections to be offered reviewed and changes made to course sections in Banner
4. Prepare a Word document for each location of classes offered for the web
5. Turn on class schedule prior to registration
6. Work with campus offices to update registration documents for the web

2. Method of Assessment

a. ARGOS discrepancy reports will be run and corrected until no errors exist

3. Additional Funding Requests

a. No additional funding is needed for this goal, however, additional training is needed for new staff who are involved in the class schedule production.

**Goal 7: Professional Development**

1. Objectives

a. Stay current in our job knowledge by attending annual national, regional and state professional developmental workshops which includes ALACRAO, SACRAO, Ellucian and Degree Works Forum, and ALBUG. These meetings provide valuable insight into current issues, training updates, technological advancement, and networking opportunities with higher education leaders and professionals with similar job functions. *(add to this statement)*

2. Method of Assessment

a. Attendance at professional meetings

3. Additional Funding Requests (for entire department)

a. ALACRAO Annual Meeting Location TBA $1000.00

b. SACRAO Annual Meeting Location TBA $1200.00

c. Degree Works Forum Annual Meeting $1500.00

b. Alabama Banner Users Group Annual $1920.00

c. Local travel to colleges for advisor meetings $ 300.00

Total $5920.00

**Goal 8: Office Supplies**

1. Objectives

a. Supplies are used to efficiently and effectively process graduation documents and distribute communications *(to*) students. This includes printer cartridges for the amount of high volume documents we create for mailings and folders.

2. Method of Assessment

a. Purchase office supplies including printer cartridges

3. Additional Funding Requests

a. Office Supplies $4100.00

Total $4100.00