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| jscc logo | | | **Goal Progress Report** | |
| **Program:** | **Articulation Office** | **Report period:** | | **2015-2016** | |

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| **Students applying for graduation will receive information regarding their graduation status.** | Worked with the Information Technology Department to develop an automatic email communication to be sent to students after an application has been entered into Banner. This process began August 1, 2015. | Automatic email was created in collaboration to notify students that a graduation application was entered. The Information Technology Department automated the job to be a nightly process.  This process provides confirmation to students who have applied that their application for graduation has been received and processed. | The process for notifying students continues to be reviewed for better efficiency. Students still prefer receiving hard copies of Degree Works Audits as their files are reviewed. More research will be conducted to review the possibility of emailing .pdf’s of audits in the future to save costs on printing and mailing.  This goal is ongoing. |
| **Students, Faculty, and Jefferson State Staff will have access to Degree Works programs listing current and accurate information relating to requirements for their program of study.** | Curriculum updates will be provided by the Curriculum Committee and all changes are communicated to the graduation office. Most changes are updated in June in DegreeWorks in order for incoming students have access to current degree information. | Updates from the Curriculum Committee were successfully updated in Degree Works to reflect all additions or revisions. | Students, Faculty, and Jefferson State Staff have up to date curriculum information to properly advise students.  This goal is ongoing as changes are made mainly in the summer, but oftentimes, updates can be made mid-year. |
| **Students will receive current and accurate information in the Jefferson State Community College Catalog.** | Services of a graphic artist are needed to design the catalog and prepare files for the printer.  This requires between $7-9,000 of design work from a graphic designer. | The Catalog and Student Handbook was edited and published arriving in late June and the cds arrived in early July, 2015.  Updates to the catalog each year are numerous and require several updates and revisions before the final version is ready. 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. Furthermore, once the catalogs are delivered, together with the mail room, they are delivered to full time staff members at each campus. A digital version of the catalog is also found on the website. | Secured services of a graphic artist for design and file preparation for the printer. Bids were prepared for the catalog books and cds and funding was made available to cover all costs.  Having a professional graphic designer experience in production of documents is necessary as current staff members are not trained, nor have the time to devote to the task.  Having a hard copy version and cd version of the catalog are preferred by staff and faculty, as well as students. It also provides a great marketing piece for recruiting and retention efforts.  This goal is ongoing each year. |
| **The production of the class schedule will be delivered accurately.** | No additional funding is required since production is now performed electronically. The class schedule is update in each spring semester for the upcoming fall semester. The spring and summer semester are concurrently updated each fall semester. | The class schedule went through an overhaul due to morning class times were altered from the traditional start times. This update involved working closely with the Dean of Instruction and and Jefferson State staff whose role included updating specific department’s class information in banner. | The updates to the class schedules were delivered online in printable formats on time.  This goal is ongoing each year. |