



# Assessment Record

**Program:** Articulation Office  
 (Admissions and Records also incorporated to  
 reflect divisional re-structure)

**Assessment period:** 2019-2020

**Program or Department Mission:**

*The mission of the Articulation Office is to provide accurate program information for faculty, staff, and students as well as to certify Jefferson State graduates, coordinate the process of reviewing, updating and preparing the Catalog and Student Handbook files for printing, and the production of the class schedule each term.*

## Instructional Program Outcomes & Assessment Plan

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
Re-build DegreeWorks in OneACCS for all Associate and Certificate Programs up to the 2020-2021 Academic Year, and train an additional staff member in DegreeWorks Operations	<p>Analyzing OneACCS DegreeWorks as well as all JSCC curriculum information as approved by the Curriculum Committed and listed in Banner and the past five College Catalogs.</p> <p>Verifying if an additional staff member has been trained in DegreeWorks</p>	<p>OneACCS DegreeWorks will be built with accurate curriculum information for each JSCC Program of Study and respective Catalog Year (from 2015-2016 to current).</p> <p>An additional staff member will have been identified and trained in DegreeWorks.</p>	<p>100% of associate degrees and certificates have been accurately scribed into OneACCS Banner.</p> <p>An additional staff member has not yet been trained in DegreeWorks operations, but a plan has been approved to hire a new employee who will be trained this year. This will allow us to further enhance DegreeWorks.</p>	<p>Students have 24/7 access to see how courses fit into their current degree program (or other programs of interest).</p> <p>Advisors are able to quickly and accurately assist students with course selection and degree planning.</p> <p>The Articulation Office is able to use DegreeWorks for graduation audits.</p>

<p>The graduation rate of the 201810 (Fall 2017) Cohort will be 14% or higher.</p>	<p>Analyzing the percentage of Fall 2017 Cohort students who graduate by Summer 2020.</p>	<p>At least 14% of these students will graduate by the end of Summer 2020.</p>	<p>Over 15% of Fall 2017 Cohort students graduated by the end of Summer 2020.</p>	<p>These students' likelihood of continued educational and professional success is very high.</p> <p>Also, many stakeholders use the Cohort Graduation rate as useful metric.</p>
<p>Students will receive current and accurate information in the Jefferson State Community College Catalog.</p>	<p>Campus personnel will review the contents of the catalog for accuracy and update as needed.</p>	<p>All edits to the catalog will be made by the deadline and the contents will be accurate.</p>	<p>100% of all revisions to the catalog were completed and submitted to the designer for final submission for printing purposes.</p>	<p>A high-resolution PDF copy of the 2020-2021 Catalog was created and is available on the JSCC web site.</p> <p>Also, 500 printed copies were ordered and mailed to employees/offices.</p>
<p>Graduation applications will be processed in a timely manner and applicants will receive timely feedback.</p>	<p>Number of graduation folders which are not reviewed by the end of the term</p>	<p>Graduation folders will be reviewed by office personnel in a timely manner and information mailed (or emailed) to the student concerning his/her graduation status.</p>	<p>100% of students who applied to graduate who did not meet graduation requirements for the term were mailed a DegreeWorks audit in a timely manner. A half-page explanation sheet of the audit was attached to each audit sent.</p> <p>Students meeting graduation requirements received a congratulatory letter and diploma order card in a timely manner.</p>	<p>Students were able to make adjustments to their schedules if they were not scheduled to meet graduation requirements for the planned term.</p> <p>Students who had met all requirements were able were able to order a diploma if they chose to do so.</p>
<p>Increase the number of complete admission applications.</p>	<p>Monitor number of complete admission applications each term.</p> <p>With the migration to OneACCS Banner in Fall</p>	<p>The volume of complete applications is higher than the previous corresponding term.</p>	<p>Baseline data is not available since applications were submitted into Legacy Banner up until Fall 2019 (and that data was not migrated). However, we simplified the</p>	<p>The number of students completing an admission application indicates the interest in Jefferson State programs and move the</p>

	<p>2019, we lost clear baseline data for the past year. It will be available for future years.</p>		<p>admission process and are confident this had a positive net impact.</p> <p>Below are available totals from OneACCS Banner:</p> <p><b>Spring 2020</b> – 4,161 applications submitted (590 pending)  <b>Summer 2020</b> – 2,818 applications submitted (470 Pending)  <b>Fall 2020</b> – 9,483 applications submitted (1441 Pending)</p>	<p>student to next phase of matriculation.</p> <p>It also provides useful data about possible barriers to the admission process; for example, if many students are beginning the application process and not completing it, we need to find they common points at which they ae stopping short.</p>
<p>Enhance communication and outreach of the Records Office among students, faculty, and staff.</p>	<p>Analysis of standard modes of communication</p>	<p>Appropriate means of communication will be developed and/or enhanced for use in the OneACCS Banner and Argo environment.</p>	<p>Though we lost some of tools for communication with the change to OneACCS Argos, we have worked with what we have available to create (or recreate) viable communication channels.</p> <p>One salient accomplishment has been the creation of digital, paperless forms (using DynamicForms) for use by students and faculty/staff.</p>	<p>Students, faculty, and staff receive timely updates regarding process, status, etc.</p> <p>The addition of digital forms has enabled us to better serve all stakeholders. This has been particularly valuable with so many individuals working/studying remotely during the Covid-19 pandemic.</p>
<p><b>Plan submission date: 09/17/2020</b></p>			<p><b>Submitted by: Adam Goodman</b></p>	