



Assessment Record

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

Assessment period: 2020-2021

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 2021-2022 Academic Year, and train an additional staff member in DegreeWorks Operations	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. Verifying if an additional staff member has been trained in DegreeWorks	OneACCS DegreeWorks will be built with accurate curriculum information for each JSCC Program of Study and respective Catalog Year (from 2015-2016 to current). An additional staff member will have been identified and trained in DegreeWorks.	100% of associate degrees and certificates have been accurately scribed into OneACCS Banner. An dedicated position, Curriculum Coordinator, has been created and filled, effective September 1, 2021. We have begun the process of training this employee to coordinate our DegreeWorks operations. This will allow us to further enhance DegreeWorks.	Students have 24/7 access to see how courses fit into their current degree program (or other programs of interest). Advisors are able to quickly and accurately assist students with course selection and degree planning. The Articulation Office is able to use DegreeWorks for graduation audits.

The graduation rate of the 201910 (Fall 2018) Cohort will 15% or higher.	Analyzing the percentage of Fall 2018 Cohort students who graduate by Summer 2021.	At least 15% of these students will graduate by the end of Summer 2021.	Over 21% of Fall 2018 Cohort students graduated by the end of Summer 2021.	These students' likelihood of continued educational and professional success is very high. Also, many stakeholders use the Cohort Graduation rate as useful metric.
Students will receive current and accurate information in the Jefferson State Community College Catalog.	Campus personnel will review the contents of the catalog for accuracy and update as needed.	All edits to the catalog will be made by the deadline and the contents will be accurate.	100% of all revisions to the catalog were completed and submitted to the designer for final submission for printing purposes.	A high-resolution PDF copy of the 2021-2022 Catalog was created and is available on the JSCC web site. Also, 350 printed copies were ordered and mailed to employees/offices.
Graduation applications will be processed in a timely manner and applicants will receive timely feedback.	Number of graduation folders which are not reviewed by the end of the term	Graduation folders will be reviewed by office personnel in a timely manner and information will be mailed (or emailed) to the student concerning his/her graduation status.	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. Students meeting graduation requirements received a congratulatory letter and diploma order card in a timely manner.	Students were able to make adjustments to their schedules if they were not scheduled to meet graduation requirements for the planned term. Students who had met all requirements were able to order a diploma if they chose to do so.
Increase the number of complete admission applications.	Monitor number of complete admission applications each term.	The volume of complete applications is higher than the previous corresponding term.	Below are available totals from OneACCS Banner: Fall 2019 – No full data available in ACCS Banner	The number of students completing an admission application indicates the interest in Jefferson State programs and move the

	<p>With the migration to OneACCS Banner in Fall 2019, we lost clear baseline data that year since much of it was only partially migrated. It will be available for future years.</p>		<p><u>Spring 2020</u> Pending - 516 Admitted - 2,907 <u>Summer 2020</u> Pending - 706 Admitted - 4,065 <u>Fall 2020</u> Pending - 1,436 Admitted - 8,010 <u>Spring 2021</u> Pending - 574 Admitted - 2,971 <u>Summer 2021</u> Pending - 557 Admitted – 4,051</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>Plan submission date: 10/01/2021</p>			<p>Submitted by: Adam Goodman</p>	