

PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing this form:	Jan Smith	Curriculum/Department:	Testing/Enrollment Counseling
Purpose/Mission Statement		Vision Statement, 3-5 years	
To identify, recruit, enroll and retain students through effective student-centered programs and services. (Student Services Dept.)		To create and sustain an enrollment process that is driven by service to students and is focused on achieving enrollment goals through the planning and implementation of effective strategies for marketing, recruiting, enrolling and retaining students. (Student Services Dept.)	
Departmental Strengths		Departmental Weaknesses	
<ul style="list-style-type: none"> • Experienced staff member • Up-to-date equipment 		<ul style="list-style-type: none"> • Only 1 person coordinates all testing • Uncertainty in the procedures to use in to test college students seeking to enroll in advanced math courses 	
Departmental Opportunities		Departmental Threats	
<ul style="list-style-type: none"> • Work with the service area high schools is getting more students tested prior to their taking SCC courses • Work with high school students serves as a recruiting function as well 		<ul style="list-style-type: none"> • High school personnel allowing students to take repeat tests to make “better” scores • Uncertainty in the procedures to use in to test high school students seeking to enroll in advanced math courses 	
College Goals	2004-2005 Department Outcomes/Goals	Success Criteria <small>(e.g. outcomes, enrollment increases)</small>	Plan of Action <small>(including resources needed)</small>
1, 7	1. Increase recruitment activities on the Qualla Boundary.	<ul style="list-style-type: none"> • Increase of Native American Students enrolled. 	<ol style="list-style-type: none"> a. Coordinate with SCC Recruiter and various schools and agencies. b. Work closely with the Tribal Education Program.
5, 7	2. Assist New Century Scholars Students through transition from High School to being accepted into our programs.	<ul style="list-style-type: none"> • NCS students officially accepted into programs with assigned advisors. 	<ol style="list-style-type: none"> a. Participate in College Advantage Program. Correspond with NCS Students.
2	3. Help students through the enrollment process to complete the requirements for admissions.	<ul style="list-style-type: none"> • Higher number of students accepted into programs before the semester begins. 	<ol style="list-style-type: none"> a. Contact student applicants to ascertain their interests and guide them in selecting a major. b. Provide information and field student questions.
2	4. Help track Native American Students to help in retention.	<ul style="list-style-type: none"> • Lower percentage of Native American withdrawals and 	<ol style="list-style-type: none"> a. Request an inform statement to provide specific retention information on all Native

		increase in persistence.	American students.
2	5. Develop a list of characteristics/parameters for a new CPT database - including input and output options	<ul style="list-style-type: none"> Database is developed and fully functional. 	<ol style="list-style-type: none"> Create a database in which to store CPT scores submitted to SCC. Database will be searchable and will include scores for individuals not yet applied for admission.
2	6. Create a list of the major responsibilities and duties of the testing coordinator including any seasonal ones	<ul style="list-style-type: none"> A position description with detailed duties and responsibilities is created. 	<ol style="list-style-type: none"> Include an outline of the DPI testing process Outline the processes and concerns relative to other tests - HOAE, Prometrics, etc.
2	7. Develop recommendations for the future of CPT testing at SCC - keeping the Windows system vs. going internet-based	<ul style="list-style-type: none"> The future of CPT testing at SCC is fully planned and implemented. 	<ol style="list-style-type: none"> Review the available CPT systems and develop recommendations for which one to use.
2	8. Create a process for capturing names and addresses of DPI test takers for the Admissions prospect database.	<ul style="list-style-type: none"> Names and addresses are captured and used for recruiting. 	<ol style="list-style-type: none"> Develop a process for obtaining names and addresses of DPI and other high school student test takers. Create a process for using these names in recruiting students.

Criteria Results Be sure to utilize most current data available	End of Year Analysis (Goals achieved, impact of equipment purchased, improvements to program or service, contingencies, etc.). Describe how you used the results to improve your program/department.
1. Native American enrollment was increased.	Enrollment Counseling was utilized to help students meet their scholarship and admission requirements.
2. More correspondence with NCS Seniors helped their transition.	Admission requirements met before the semester began and fewer problems at registration for NCS.
3. Students accepted into programs before the semester began.	Fewer problems at registration.
4. Assisted in completing Native American withdrawal forms.	Incomplete.
5. Database can be found under "NOC" in the Admissions file on the "W" Drive.	The database is used for test score storage and is easily assessable.
6. Position description was created	
7. Internet based testing chosen based on recommendations.	More direction was established in testing. Testing mobility (locations) increased, along with more opportunities for data reports. Faster method for obtaining scores reports.
8. Goal was not met.	

College Goals	2005-2006 Department Outcomes/Goals	Success Criteria <small>(e.g. outcomes, enrollment increases)</small>	Plan of Action <small>(including resources needed)</small>
2	1. Learn more about Accuplacer Administrative Duties and the capabilities of the system.	Greater familiarity with Accuplacer and flexibility in its use.	<ul style="list-style-type: none"> • Check with College Board for workshops. • Read Technical Manual.
7	2. Coordinate with area High Schools on testing Dual/Huskins Students	Meetings take place and an increase in testing sessions occurs	<ul style="list-style-type: none"> • Meet with Guidance Counselors at SHS,SMHS,FHS
2	3. Improve advising to the under prepared students (10%)	Implementation of the underprepared student advising plan	<ul style="list-style-type: none"> • Review plans and resources
2	4. Communicate with NCS Seniors to better prepare them for Fall Semester	Communication is improved	Mail letters and follow up with NCS Seniors who are applying to SCC.

Budget Item Description (Budget items requested from college funds)	Current Year Budget:	Ongoing Operational Budget:	Expansion Budget:
Supplies-		\$ 751	
Equipment-		0	Keyboards \$ 340
Travel-		\$ 1,150	
Program Accreditation-		0	
Other- Tests		\$ 2,375	
TOTALS		\$ 4,276	