

PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing this form:	Fairley Pollock, Student Services Coordinator	Curriculum/Department:	Macon Campus
Purpose/Mission Statement		Vision Statement, 3-5 years	
To provide a full range of student services to students enrolling in curriculum programs offered at the Macon Campus.		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 in Macon County.	
Departmental Strengths		Departmental Weaknesses	
<ul style="list-style-type: none"> Well organized with well-trained staff Good working relationship with the campus 		<ul style="list-style-type: none"> New campus student development is a new experience for the college and the staff. Need for improved availability of student services and coordination with the Early College High School. 	
Departmental Opportunities		Departmental Threats	
<ul style="list-style-type: none"> New student information system will provide greater flexibility in record-keeping, registration and report production. 		<ul style="list-style-type: none"> New student information system training and implementation will be time consuming and reduce the department's overall efficiency. Delays in construction may lead to conflicts with the implementation of the new student information system. 	
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. Increase student enrollment on the Macon Campus.	<ul style="list-style-type: none"> Increase total FTE from 2005-2006 in 2006-2007. 	<ul style="list-style-type: none"> Determine the needs of the community in program offerings. Determine statistically the interest in available programming. Make Student Enrollment Services available and seamless through coordination with the Macon Campus administrative assistant, and student services staff at the Sylva Campus.
2	2. Increase student services available at the Macon Campus.	<ul style="list-style-type: none"> Increase Testing Availability Increase FAFSA assistance Increase Application Assistance Increase Advising Assistance Increase Registration Assistance 	<ul style="list-style-type: none"> Have staff available during working hours that can aid students in the enrollment process. Offer College Placement Testing multiple times during each semester. Have available staff to assist or instructions for completing the Financial Aid process

			<ul style="list-style-type: none"> Facilitating communication with advisors as well as providing individual advisement where needed. Have staff available to register special credit students as well as students who cannot contact their advisors during early registration, registration, and drop/add periods.
2	3. Establish and maintain a working relationship with the Macon County Early College High School	<ul style="list-style-type: none"> Participate in advisement for college courses for all Early College Students. Participate in seminar and house functions throughout the year. Assist in the coordination of SCC and Early College Faculty 	<ul style="list-style-type: none"> Coordinate with the Principle and guidance counselor to determine course schedules for students. Meet with students to select courses and register. Contact the guidance counselor to coordinate seminar and house visits. Assist in the communication between faculty members and facilitate opportunities to meet and discuss.
2	4. Assist in the training, planning, and implementation of the new student database system	<ul style="list-style-type: none"> Participate in select trainings for the CORE team of Colleague implementation. Aid in the training of faculty and staff at the Macon Campus. Participate in CORE team meetings for the implementation and success of Colleague. 	<ul style="list-style-type: none"> Maintain communication with CORE team members on issues relating to training and implementation. Attend NCCCS trainings for topics related to student services and Colleague. Provide training and support for staff and faculty at the Macon Campus for Colleague in student services related areas such as admissions and registration.

Budget Item Description (Budget items requested from college funds)	Current Year Budget:	Ongoing Operational Budget:	Expansion Budget:
Supplies- Including career guidance materials and other guidance materials	600	\$	
Equipment- designated laser printer for transcripts (needed in January 2007)	600	\$	
Travel- CACRAO conference, Registrar's Annual Meeting, Travel between sites, Colleague -	4000	\$	

Training, Professional Development			
Misc.	500	\$	
TOTALS	5700	\$	