

PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing this form:	Fairley Pollock, Student Services Coordinator	Curriculum/Department:	Macon Campus- Student Services
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 Sylva campus Strong working relationship with MEC Implementation of Colleague 		<ul style="list-style-type: none"> Limited number of staff available. No faculty advisement available on a regular basis. Cohesiveness in curriculum and student success planning with Early College needs improvement. 	
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. The anticipated growth of the Macon County population presents an opportunity for enrollment growth for the Macon Campus. 		<ul style="list-style-type: none"> Availability of career placement / guidance services. Limited numbers of staff and faculty available. 	
College Goals	2007-2008 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 FTE. 	<ul style="list-style-type: none"> FTE increased from 127 (2006-2007) to 261 for the 07-08 academic year.
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"> Testing offered every week during the academic year at a minimum with generally three testing session per day. A total of 114 testing sessions were offered with additional individually scheduled testing appointments made throughout the academic year. Staff were available on a walk-in and appointment basis for financial aid assistance. Two events were also hosted on

			<p>campus to assist students and their parents with the financial aid process.</p> <ul style="list-style-type: none"> • Staff provided space for advisement for faculty members and maintained contact with faculty advisors regarding their advisees registration at the Macon Campus • Staff also advised and registered multiple students throughout the academic year including special credit and those enrolled in full programs of study.
5	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 Early College functions throughout the year. • Assist in the coordination of SCC and Early College Faculty 	<ul style="list-style-type: none"> • Coordinated with the Principle and guidance counselor to determine course schedules for students. Met with and reviewed schedules for students throughout the academic year in planning for Fall, Spring, and Summer semesters. • Met with rising junior and sophomore level students to select courses and register during the Spring semester through seminar sessions. • Assisted with the planning of some collegiate based seminar sessions and PSTO meetings through collaboration with the guidance counselor. • Attended and participated in planning for the Early College at the Early College Summer Institute. • Maintained communication with faculty regarding student progress and communicated with the Early College faculty regarding that progress.
2	4. Assist in the training, planning, and implementation of the new student database system	<ul style="list-style-type: none"> • 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"> • Trained administration and some Macon Campus faculty on Colleague and Webadvisor functions. • Provided training to all SCC faculty advisors on Webadvisor usage. • Provided training and support to Macon Campus staff in student services functions in Colleague.

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- sound eliminating headphones for testing purposes		\$500	
Travel- CACRAO conference, SEDUG conference, Registrar’s Annual Meeting, Travel between sites, Colleague -Training, Professional Development		\$2000	
Misc.		\$500	
TOTALS		\$3600	