

BPA Tasks for Admissions

Updated: December 7, 2012

Opportunity	Task	Responsible (Name in bold is lead)	Due Date	Priority	IT Implications	Notes	Status
Refine and Improve Communications with Staff	Draft new CCC Apply Page	Dottie	4/30/12	High	No		Complete
	Draft new welcome page/message for exempt and non-exempt students	Sue , Arlene	4/30/12	High	No	Text from colleges completed; single sign on planned for spring, 2013	Complete
	Draft new registration message for continuing students	Arlene	4/30/12	High	No		Complete
Clarify and agree on criteria used to determine residency	Schedule meeting with Kim , John, Cheq, Vivien and Cass Cass to document process	Henry	4/30/12	High	No		In Progress
Reduce the number of applications that need manual review (SWACCAP)	<ul style="list-style-type: none"> Conduct root cause analysis – gather statistics Determine if any can be automated – different filters on Common Matching 	Henry/ Edgar	May, 31, 2012	High	Yes	First phase of this review completed; Edgar has snapshot; Convene small group to examine. Add to ESC agenda to prioritize	In Progress
Automate failed prerequisite process	<ul style="list-style-type: none"> Automate the dropping and notification process 	Joyce , Shell, Arlene, Sue, Maria and	June, 2012	High	Yes	Implement with spring, 2013 registration	In Progress; Joyce sent test

	<ul style="list-style-type: none"> • Include student's name and the dropped course(s) in the email message 	Ruth					instructions to Arlene, Sue and Ruth; we'll make sure it's working and plan to go live for failed prerequisites at the end of the fall semester.
Implement Work Flow Project	<ul style="list-style-type: none"> • Contact another user of workflow for information • Select one paper process to implement 	Eric, VPSSs	May 31, 2012	High	Yes	The technology is there, but we will need outside help. May want to develop a library of workflow projects. Bring to ESC to prioritize	
	Schedule Extender Training	Edgar	May 31, 2012	High	No	Session scheduled for May 18 1-3 p.m. CSM 1-140 Skyline will barcode old files	Completed; Continue to schedule as needed
	<ul style="list-style-type: none"> • Implement WebSMART web application for graduation process • Use ARGOS for extracts, lists, labels • Configure WebSMART • Execute local mods for colleges 	Eric, Niruba	March, 2013	High	Yes	Pilot with December 12 grads?	Completed the pilot project.

	Determine automated method for assessing institutional SLOs for grads	Eric, Henry	Dec., 2012	High – Accreditation Impact	Yes	CSM uses existing survey for 2012 grads	Completed for summer, 2012.
	Improve WebSMART transcript request page- all on one page, fewer options, reduce/clarify text	Jose , Edith, Jeremy	4/30/12	Medium	Yes – programming changes is significant workload for ITS; may need to build inside WebSMART	Text has been modified; ITS will need to program change	In Progress
Improve concurrent enrollment process	<ul style="list-style-type: none"> • Review regs – course restrictions • Develop overarching strategy • Negotiate agreement on admission to the concurrent enrollment “program” rather than specific courses • Identify groups of students to recruit (underperformers, high achievers) • Create plan to cultivate relationships with high schools • If restricting courses, use Banner to enforce rather than manual check 	Jennifer , VPSSs	May, 2012	Medium	Yes	BPA conducted on October 31 st . Utilize results to streamline processes.	In Progress

	<ul style="list-style-type: none"> Explore bar coding and imaging form 						
	<ul style="list-style-type: none"> Identify “touch points” with faculty; conduct focus groups Waitlist process through add/drop; discontinue use of auth codes Late submission – census, incomplete grades, grades 	VPSSs, VPIs	August, 2012	Medium	Yes		
	Push out Degree Works to students	Deans of Counseling, Public Relations Directors	May 31, 2012	High	Yes	Wait until SEP component is functional; Edgar to attend May 11 ESC meeting to update committee	In Progress About 30 counselors per day are using; Student use about 175-200 per day.
	Instruct students to send transcripts from other schools	Henry, Kim, John, Registrars	TBD	Medium	No	Wait to implement when Transcript Articulation Project underway; All ASSIST data has been loaded in production	In Progress
	Develop A&R operations guidelines; post to Sharepoint or wiki	Henry, Kim, John, Joyce, Alan Miller, Researchers	July, 2012	High	No		Not Started
	Incoming electronic	Eric; Alicia,	TBD	High	Yes	Some concern	

	transcripts (We are using Etrans for outgoing transcripts)	Renee, Michael				about EDI transcript; Need ESC to prioritize	
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