

Annual Update: Admissions & Records - Office of VP Student Services - Admissions & Records

Main

Overview

Academic Year 2024 - 2025

Originator Haneta, Irene

Division Office of VP Student Services

Department Admissions & Records

Programs

Co-Contributors

Questions? Find answers in CurricUNET User Manual. (http://www.Gavilan.edu/en/employee-services/office-of-instruction/curricunet/program_reviews/create_pr.html)

Contributor

- Casella, Debra
- Craig-Marius, Renee
- DeLeon, Mellanie
- Hampton, Dina
- Morales, Jose
- Wilde, Maria Elena

Annual Update

1. **Academic Year** 2023 - 2024

Previous Goals Increase number of AB540 approved exemptions by 20.

Proposed Activity to Achieve Goal:

Support the UndocuLiasion on reaching this goal.

Responsible Party:

UndocuLiasion and Admissions and Records Director

Total Three Year Resource Allocation Request:

Timeline to Completion Month / Year:

6/2025

How Will You Evaluate Whether You Achieved Your Goal:

Data comparison reported on the 320

End of Year Goal Status In Progress

Please describe your status (No more than 200 words)

Admissions and Records have participated in many successful enrollment efforts over this past year:

- Ram O Rama
- Rock N'Enroll
- Super Saturday
- Gav 4 Free
- Expansion of CCAP partnerships

These events contributed to a 20% recovery in enrollment. Despite the increase in overall enrollment, Gavilan's enrollment of AB540 students has not aligned with the current data. There actually has been a 7% decrease in AB540 students reported in the Apportionment Attendance Report 2024-P1 and 2025-P1.

A full-time UndocuLiaison joined the Gavilan team shortly before the start of the Spring 2025 term. With the new collaboration between the UndocuLiaison and Admissions and Records, students now have more access for assistance to residency inquiries and guidance to complete the non-resident tuition exemption affidavits

The Undocumented students in our district are foundational to building an enriched community. With the state of the current nation, our undocumented students need our assistance during this crucial moment. With the support of the UndocuLiaison, meeting our goal will increase access to resources and opportunities that may not be available to them otherwise.

Did you request the same resources the previous year? If so, what was the result? Has there been a significant change since your request?)

The greatest significant improvement from last year is that the UndocuLiaison position was elevated from a part time temporary position to a full-time permanent. The full-time UndocuLiaison also now reports directly to the Dean of Counseling, Student Success and Equity. This allows for the UndocuLiaison additional access to resources and network connections that Admissions and Records could not have provided.

Planning

The efforts to increase AB540 is not the responsibility of the UndocuLiaison and Admissions and records alone. The entire campus can assist. In order to bring more awareness to the campus, access to training and materials are needed to be more easily obtainable.

Admissions and Records plan to assist the UndocuLiaison build a comprehensive digital platform for students and Gavilan colleagues to access important information, training materials and affidavits.

Additional Comments

Gavilan continues to under support the needs for the UndocuLiaison. The UndocuLiaison should have a permanent location that is accessible to students and provides students privacy and anonymity. Stability and consistency help build trust and confidence among students who are in need of assistance.

2. Academic Year 2023 - 2024

Previous Goals Improve communication with Students using Gav Connect

Proposed Activity to Achieve Goal:

Collaborate with Counseling and GavConnect Workgroup to develop Admissions and Records modules

Responsible Party:

Admissions and Records Director

Total Three Year Resource Allocation Request:

Timeline to Completion Month / Year:

12/2024

How Will You Evaluate Whether You Achieved Your Goal:

Student Feedback and Gav Connect tracks statues of communications.

End of Year Goal Status On Hold

Please describe your status (No more than 200 words)

Admissions and Records fell short of our initial goal to improve our communications with students. Before the project started, our focus pivoted to increasing and improving communication with counselors using GavConnect instead. Being able to access the saved digital communications from the counselors in GavConnect help Admissions and Records better understand the needs of the students when processing their enrollment. Admissions and Records can also leave messages for counselors to review.

By streamlining communication and providing actionable insight, Admissions and Records and Counseling are utilizing GavConnect is a tool to proactively support for students.

Did you request the same resources the previous year? If so, what was the result? Has there been a significant change since your request?)

Resources were not requested previously, however becoming aware of the functionality of GavConnect, Admissions and Records would like to further invest time and effort into utilizing more of its features.

As Gavilan continues to explore digital platforms to improve retention rates and enhance student support, the need for Admissions and Records to dedicate individual manpower to implement systems has become more apparent. In order for Admissions and Records to dedicate the time and efforts in new systems, such as GavConnect, the department will have to create a Data Analyst position committed primarily to implementing, testing and maintaining the systems related to enrollment.

Creating a new position will require:

- Department Salary increase
- Permanent workstation

Planning

The Admissions and Records Director and VP's of Student Services and Human Resources are in discussions to create a Data Analyst for Admissions and Records.

Based on the recommendations from the IT Restructure Analysis as a landing source, the Admissions and Records Director is developing a Job Description that will best support the candidate, the Admissions and Records department and the growth of the institution.

Additional Comments

New Goal Target Dates

Improve communication with students using GavConnect - Dec 2025

Improve communication with counselors using GavConnect - June 2025

Hire of new Data Analyst for Admissions and Records - January 2026

Resource Requests

Click Add Item to Enter a Resource Request

1. **1. Request Name (short title)** New Data Analyst position for Admissions and Records
- 2. Request amount** 80000
- 3. Type of Request** Personnel
- 4. Alignment to Goal(s)** Improve communication with Students using Gav Connect
- 5. Is this a one-time or ongoing expense.** Ongoing
- 6. Category of Request (Select all that apply).**

- Full-Time Classified Professional

7. The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.

Which of the following best describes your requests?

- Personnel and Position: Requests that involve hiring, staffing, or reclassifying full-time or part-time faculty or staff. These requests are reviewed and approved through a separate process by the Faculty Staffing Committee or the Executive and Leadership Council.

8. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)

As Gavilan continues to explore digital platforms to improve retention rates and enhance student support, the need for Admissions and Records to dedicate individual manpower to implement systems has become more apparent. In order for Admissions and Records to dedicate the time and efforts in new systems, such as GavConnect, the department will have to create a Data Analyst position committed primarily to implementing, testing and maintaining the systems related to enrollment.

Creating a new position will require:

Department Salary increase

Permanent workstation

2. **1. Request Name (short title)** Increase in Travel and Conference Budget
- 2. Request amount**
- 3. Type of Request** Non Personnel
- 4. Alignment to Goal(s)** Increase number of AB540 approved exemptions by 20.
- 5. Is this a one-time or ongoing expense.** Ongoing
- 6. Category of Request (Select all that apply).**

- Professional Development
- Travel and Conference

7. The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.

Which of the following best describes your requests?

- Personnel and Position: Requests that involve hiring, staffing, or reclassifying full-time or part-time faculty or staff. These requests are reviewed and approved through a separate

process by the Faculty Staffing Committee or the Executive and Leadership Council.

8. Provide a complete description, justification, or rationale for the requested amount.

Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)

As regulations related to undocumented status and extending legal access to AB 540 continue to evolve. In order to better serve students and inform the campus, ongoing training is necessary for the Admissions and Records staff.

The Chancellors office hosts trainings at conferences and workshops throughout the year. To best retain and understand the changes, the staff should be involved in these discussions and not adapt to the changes through handouts and zoom recordings due to the lack of funding that prevents their to travel.

Executive Summary

Please provide a brief executive summary regarding program trends and highlights that surfaced in the writing of this report. Summarize, using narrative, your program goals for this year. Your audience will be your Peer Review Team, the program review Committee, President's Cabinet, Dean's Council, ASGC, Academic Senate, Budget Committee and Board of Trustees (300 words or less).

The Admissions and Records department plays a vital role in student success. As part of our continuous improvement efforts, this program review aims to identify areas for growth and development, and implement strategies to increase enrollment with our AB540 students and enhance communication both internally and with prospective and enrolled students.

Within the next academic year, Admissions and Records will monitor progress through data analytics (e.g., apportionment attendance reports, enrollment numbers, student services satisfaction surveys). We will review and assess the effectiveness of our strategies and adjust as necessary to ensure continuous improvement.

Attach Files

If there is any additional information regarding your program that you will like to have uploaded, please attach it here.

Attached File