

Admissions & Records Program Review

Rubric Evaluation	Alfred Guzman (Faculty or Staff From the Division)	Cleve Freeman (Faculty At Large)	Melia Arken (Classified Staf At-Large)	Laurie Scolari (AVP)
Reader Feedback	Covers all the basics and simply stated. The learning outcomes are measurable, reflect levels of learning, centered on the students and easy to understand. Meets the standard.	How will each of the four W > K [• À o μ š measured? Application, Petitions/Academic Policies: Dual Enrollment, and Residency		
		Why was the dual enrolled student population singled out for this PLO? Are you specifically only referring to the students that have to submit a concurrent enrollment form?		
		If there are campus wide conversations about updating or streamlining the application/ website/ technology process, at what point do you begin teaching		

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Overall, in this section:	The narrative includes all 3 of the criteria- Meets the Standard	The narrative includes 2 of the criteria- Needs Some Improvement to Meet the Standard		
Action Narrative (if applicable) 6. Describe the proposed actions you discussed with the program team for improving the number of students completing Step 1.				
Overall, in this section:	The narrative exceeds expectations the narrative could be used as an exemplar- Excellent	The narrative includes fewer than 4 of the criteria - Needs Major Improvement to Meet the Standard		
Reader Feedback	The author did a good job i			

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Overall, in this section:	The narrative includes all 5 of the criteria- Meets the Standard	The narrative is not include		
Reader Feedback	Again, trends are positive so steps are not necessary this time to improve the number of students completing step 4 the Ed Plan. It is assuring to know that efforts to continue this trend is occurring. Efforts include counselors going to high schools and events, workshops on weekends and evenings, and updated webpages. It is also commendable that Admissions and Records continues to work with Counselors and Institutional Research to maintain improvement. Meets the standard.	Feedback for 18: What month/year were activities/interventions implemented? question 17. I think it should be yes. The answer to 18 should be a conversation between A&R and counselors to discuss the changes in the trend. Also, how to help increase the trend.		
F. Students Register For Classes (Step 5)				
19. In the data table above what does the data trend indicate?	The trend has decreased over the time span by 5% to 10%- Needs Some Improvement to Meet the Standard	The trend has decreased over the timespan by 5% to 10%- Needs Some Improvement to Meet the Standard		

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and I think might attract students from Foothill. It links a student to 114 community colleges in the state. So if a student apply at FH and can't register, well, they have other options.

AB705. This has simplified one requirement for priority registration. Most of this is now online. Admissions and Records can work with Testing to immediately contact students on the classes available to them when the students complete their Self Guided Placements. Whether it be Math or English or a program that requires them. Perhaps suggestions could be made to other student services available or counselor hours included.

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23. In the data table above what do the data trends indicate about the number of students who completed each of the five enrollment steps by ethnicity?

African American	The trend has decreased over the time span no more than 5%- Meets the Standard	The trend has decreased over the time span no more than 5%- Meets the Standard		
Asian	The trend has decreased over the time span no more than 5%- Meets the Standard	The trend has improved over the time span- Excellent		
Filipinx	The trend has decreased over the time span no more than 5%- Meets the Standard			
Latinx	The trend has decreased over the time span no more than 5%- Meets the Standard	The trend has decreased over the time span no more than 5%- Meets the Standard		
Native American	The trend has decreased over the time span no more than 5%- Meets the Standard	The trend has decreased over the time span no more than 5%- Meets the Standard		
Pacific Islander	The trend has decreased over the time span no more than 5%- Meets the Standard	The trend has decreased over the time span no more than 5%- Meets the Standard		

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	workshops improving the onboarding steps is essential "...so that we can retain these students and see higher completion rates."			
H. Students Completing Enrollment Steps By First Gen				
27. In the data table above what does the data trend indicate?	The trend has decreased over the time span no more than 5%- Meets the Standard	The trend has decreased over the time span no more than 5%- Meets the Standard		
Data Trend Narrative Explanation	28. If the data trend shows a change in number of first gen student enrollment, explain why there was a change.			
Overall, in this section:	The narrative includes all 3 of the criteria- Meets the Standard	The narrative includes 2 of the criteria- Needs Some Improvement to Meet the Standard		
Action Narrative (if applicable) 30. Describe the proposed actions for addressing disparities in the number of students completing all enrollment steps by ethnicity.				
Overall, in this section:	The narrative includes all 5 of the criteria- Meets the Standard	The narrative includes fewer than 4 of the criteria		

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31. What do the data trends indicate about the number of students who completed each of the five enrollment steps by gender?

Females	The trend has decreased over the time span no more than 5%- Meets the Standard	The trend has decreased over the time span no more than 5%- Meets the Standard		
Males	The trend has decreased over the time span no more than 5%- Meets the Standard	The trend has decreased over the time span no more than 5%- Meets the Standard		
Non-binary	The trend has decreased over the time span no more than 5%- Meets the Standard	The trend has decreased over the time span no more than 5%- Meets the Standard		
Decline to State	The trend has decreased over the timespan no more than 5%- Meets the Standard	The trend has decreased over the time span no more than 5%- Meets the Standard		

Data Trend Narrative Explanation: 32. If the data trend shows a change in male, female, non-binary, or decline to state enrollment, explain why there was a change.

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Overall, in this section:	The narrative includes all 3 of the criteria- Meets the Standard	The narrative is not included		
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Reader Feedback	<p>In our political climate, I agree with the writer's view that "...doesn't deadname students and that creates a more welcoming environment for nonbinary students." I believe it is prudent to work on simply improving rates for all steps</p>
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	instructor, or taking a class that is not offered every quarter. Such reasons I believe do not reach the point of needing to complete all priority registration steps for most students at Foothill.			
	Another approach might be to find other colleges that 2			

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J. Service Area Outcomes Addendum

Rubric Evaluation	Alfred Guzman (Faculty or Staff From the Division)	Cleve Freeman (Faculty At Large)	Melia Arken (Classified Staff At-Large)	Laurie Scolari (AVP)
Narrative Explanation1. What are the service area outcomes/strategic objective for the coming year?	Exceeds expectations for all 5 criteria- Excellent	Addresses 2 or fewer of the criteria - Needs Major Improvement to Meet the Standard		
Narrative Explanation2. What is your implementation plan for the abovementioned objectives?	The narrative includes a 5 of the criteria- Meets the Standard	The narrative includes fewer than 4 of the criteria - Needs Major Improvement to Meet the Standard		
3. In the past five academic years, were there any commendations/special mentions identified in accreditation, state reports? YES, please elaborate	N/A	N/A		
4. In the past five academic years, were there any major citations/findings identified in accreditation, audits or reviews (e.g. areas of improvement, strategic direction, facilities, personnel etc.)? If YES, please elaborate	Meets the StandardThe program was able to take actions to improve and received the needed support to take the actions Or The program received no citations	Meets the StandardThe program was able to take actions to improve and received the needed support to take the actions Or The program received no citations		

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Narrative Explanation 5. What actions has the program taken to address the accreditation, audit, or review citations/findings identified.	The narrative includes all 5 of the criteria- Meets the Standard	The narrative includes 4 of the criteria- Needs Some Improvement to Meet the Standard		
Reader Feedback	<p>In my view, the Admissions and Records department has done an good job in the past 5 years maintaining the demanding standards. Although commendations special mentioned identified in accreditation directly, they deserve kudos for accomplishing 100% online service.</p>	1.. What are the service area outcomes/strategic		
	<p>In addition to the above accomplishment, it is commendable that writer spells out two goals that are comprehensive and not simple to accomplish. The goals involve not only a total top down review of information provided to students from A&R, but also arewrite and representation in other formats for online delivery. In addition to this, all staff</p>			

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Rubric Evaluation	Alfred Guzman (Faculty or Staff From the Division) are asked to be familiar with handling this information. Now I think that deserves praise!	Cleve Freeman (Faculty At Large)	Melia Arken (Classified Staff At-Large)	Laurie Scolari (AVP)
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5. What actions has the program taken to address the accreditation, audit, or review citations/findings identified?

FeedbackNone. Related to Question 4.

6. What barriers has the department faced in implementing improvement?

FeedbackNone. Related to Question 5.

On a side note, (I think) there have been issues with transcripts through the National Clearing House because the records are from too many years ago.