

MATRICULATION SERVICES
Unit Plan 2007-2008

Prepared by: Elizabeth Colocho, Matriculation Coordinator
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PRIORITY	COLLEGE STRATEGY	OBJECTIVES	ACTIVITIES/TASKS	RESOURCES	COSTS
1.	1.1, 1.2, 1.5, 2.1, 2.2, 2.3, 3.1,3.2, 3.4, 4.1, 4.2, 4.4, 5.2 6.1,6.2, 7.1, 7.4, 7.5	Provide and maintain Orientation Service access to students on and off campus, to comply with Matriculation regulations	<p>Provide day and evening in person orientations to all matriculating students presented by regular counselors.</p> <p>Provide walk in, by appointments, and Saturday orientations to all matriculating students by showing a slide show in PowerPoint.</p> <p>Maintain access and update the Online Orientation to provide up-to-date information to students.</p> <p>Maintain and keep track of the orientation quiz in the Assessment Center database.</p>	<p>Counselors</p> <p>Supplies (Folders, inserts, Student Planner, Pocket facts, Student Success Guide)</p> <p>Assessment Ctr. Staff Student Workers</p> <p>Assessment Ctr. Staff IT Department</p> <p>Assessment Ctr. Staff</p>	<p>Fixed salaries</p> <p>Variable</p> <p>Fixed salaries Variable</p> <p>Fixed Salaries Fixed Salaries</p> <p>Fixed salaries</p> <p>Note: The Matriculation Services Unit operates with State Funds.</p>
2.	1.1, 1.2, 1.5, 2.1, 2.2, 2.3, 3.1,3.2, 3.4, 4.1, 4.2, 4.4, 5.2 6.1,6.2, 7.1, 7.4,	Ensure all the students' assessment needs are met, according with Matriculation Title V Regulations	Maintain the Assessment Center Computer Lab with up-to-date software and hardware.	Assessment Center Staff IT Department ACT-Compass updates SARS Fox Pro Software APMS	Fix salaries Fix salaries Variable Variable Variable Variable

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	7.5		<p>Promote assessment at the local feeder high schools by working with LAUSD to improve computer labs in their high schools that support the ACT-COMPASS assessment software tool.</p> <p>Promote training to the Assessment Center staff and proctors to better serve students.</p> <p>Maintain quality service in the Assessment Center to provide safe and efficient environment to students.</p>	<p>Computers (Updated hardware & software)</p> <p>ACT-Compass online software Testing Units Proctors</p> <p>Attend Assessment Association Conference</p> <p>Proctors' Training Manual updates Supplies (Paper, binders, etc)</p> <p>Assessment Center Staff</p> <p>Assessment Center Staff Student workers Equipment maintenance Supplies Testing Units APMS SARS ACT-COMPASS Computers Copier & Printing machines (replaced this year)</p>	<p>Variable Variable</p> <p>Variable Variable Variable</p> <p>Variable</p> <p>Variable</p> <p>Fix salaries</p> <p>Fix salaries Variable Variable Variable Variable Variable Variable Variable Variable \$ 7,229.00</p> <p>Note: The Matriculation Services Unit operates with State Funds.</p>

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3.	1.1, 1.2, 1.5, 2.1, 2.2, 2.3, 3.1,3.2, 3.4, 4.1, 4.2, 4.4, 5.2 6.1,6.2, 7.1, 7.4, 7.5	Follow- up/retention of Students, per Matriculation, Title V, Regulations.	<p>Continue in house printing and mailing of Early Alert letters to student w referred by faculty.</p> <p>Maintain and continue working with District MIS on the Early Alert online feature to increase faculty participation.</p> <p>Program the SARS-CALL to remind students to contact their instructors and counselors.</p> <p>Continue and Maintain ongoing retention presentation in the classrooms.</p> <p>Keep telephoning students on probation and subject to dismissal to provide individualized counseling.</p>	<p>Fox Pro software Assessment Center Staff</p> <p>Matriculation Coordinator MIS District staff</p> <p>Sars- Suite</p> <p>.6 Counselor</p> <p>.6 Counselor Instructors/faculty</p>	<p>None Fixed salaries</p> <p>Fixed salaries Fixed Salaries</p> <p>Variable</p> <p>\$50,000.00</p> <p>\$50,000.00</p> <p>(Same as above) Note: The Matriculation Services Unit operates with State Funds.</p>

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4.	1.1, 1.2, 1.5, 2.1, 2.2, 2.3, 3.1,3.2, 3.4, 4.1, 4.2, 4.4, 5.2 6.1,6.2, 7.1, 7.4, 7.5	Monitor the effectiveness of placement, evaluation, and use of multiple measures on students' success, according to Matriculation, Title V Regulations.	Continue meeting with math and English faculty to ensure multiple measures are evaluated at least every 2 years to promote student success.	ACT-Compass license software APMS	Variable Variable Note: The Matriculation Services Unit operates with State Funds.
5.	1.1, 1.2, 1.5, 2.1, 2.2, 2.3, 3.1,3.2, 3.4, 4.1, 4.2, 4.4, 5.2 6.1,6.2, 7.1, 7.4, 7.5	Maintain quality service in the Admissions & Records Office, per Matriculation, Title V regulations	Keep providing enrollment and needed services to students at the windows of the A & R Office to comply with matriculation guidelines	.20 Admissions & Records Assistant	Variable Note: The Matriculation Services Unit operates with State Funds.
6.	1.1, 1.2, 1.5, 2.1, 2.2, 2.3, 3.1,3.2, 3.4, 4.1, 4.2, 4.4, 5.2 6.1,6.2, 7.1, 7.4, 7.5	To maintain and support quality service in the Counseling Division and Information Desk, according to Matriculation, Title V Regulations.	Support the counseling efforts by providing funds for one .6 counselor and hourly counseling to help with retention of students and promote student success. Provide matriculation tracking systems to collect student data for state reports on students' course degree and certificate	.6Counselor Hourly Counseling SARS Suite (Counseling Appointment System).	\$ 50,000.00 \$ 20,000.00 Variable

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			<p>completion, and transfer.</p> <p>Support technology use to assist students in scheduling counseling appointments, developing “Student Educational plans”, and in achieving their educational and personal goals.</p>	<p>Counselors</p> <p>SARS Suite (Counseling appointment system)</p> <p>Counselors Degree Audit Program 2006-2007 2007-2008 2008-2009 Student workers</p>	<p>Fixed salaries</p> <p>Variable</p> <p>Fixed salaries</p> <p>Variable</p> <p>Note: The Matriculation Services Unit operates with State Funds.</p>