Michelle Pena 15-16 Work Plan

Student Learning

- Participate in activities to increase student learning through service on the Curriculum Committee as we review the BC General Education Pattern, new Associate Degrees for Transfer, and new CTE Programs.
- Actively participate in Curriculum Committee efforts to implement prerequisites for general education courses.
- Ensure that Admissions and Records staff vacancies are filled quickly and continue to advocate for the expansion of staff in the Office of Admissions and Records.

Student Progression and Completion

- Provide leadership as we work to simplify the student matriculation processes and track students’ progress through those steps for MIS Reporting.
- Update scribing in DegreeWorks as each new catalog is available.
- Provide training to counseling on educational plan creation.
- Participate in the development of Admissions and Records procedures for the BAS program.
- Provide functional leadership for the CCCApply application implementation.

Facilities and Infrastructure

- Strategically plan and budget for consumables needs in the Admissions and Records area.

Leadership and Engagement

- Serve on the CCCApply Statewide Steering Committee and attend monthly meetings.
- Attend CCCApply/eTranscriptCA workshops in spring 2016.
- Attend CACCRAO Conference in spring 2016.
- Attend WAVES Veterans Conference in summer 2015.
- Attend Ellucaín Live and DegreeWorks Conference in spring 2016.
- Serve on BAS Task Force.
- Provide student data to enable offices to accommodate student groups and SSSP reporting.