

**MAUI COMMUNITY COLLEGE
STUDENT AFFAIRS-ADMISSIONS AND RECORDS
2007-2008 PROGRAM REVIEW**

MISSION STATEMENT

The mission of the Maui Community College Admissions and Records Office is to provide quality access and records related services to prospective and enrolled students of Maui Community College in an environment conducive to student learning and development.

FUNCTIONAL STATEMENTS

Provide admissions and records services to new, returning and transfer students.

Comply with U.S. Citizenship and Immigration Services (USCIS) and Student and Exchange Visitor Information System (SEVIS) regulations.

Provide student services collaboratively with other units in the Student Services program.

Support institutional efforts in recruitment and retention of Maui County high school graduates and students participating in the Early Admit, Running Start and Dual credit programs.

Assist students with accessing and utilizing the MyUH portal.

Maintain student records.

Ensure confidentiality of student academic records as required by the Family Educational and Privacy Act (FERPA).

The student affairs programs are committed to providing full student support services that embrace the spirit of Aloha, Collaboration and Respect.

Specific functions include:

- Timely response to over the counter, telephone, regular mail, Help Desk and regular email inquiries.
- Foster an environment conducive to student learning and development.
- Launch and support the use of the Kamaiana Application
- Assess effectiveness of our current high school recruitment plan/activities and participate in the development of a comprehensive plan for local high school recruitment and community outreach.
- Coordinate the Transfer Articulation process.

- Participate in the development and implementation of an automated student recruitment module and tracking system.
- Develop an annual Admissions and Records calendar.

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SUMMATIVE DATA**

TABLE 1

Institutional Goals	Objectives	FY 07	FY 08	FY 09
Recruitment	Admissions and Records			
	Process Objective 1: Increase number of applications from 1829 in Fall 2006 to 3274 in Fall 2008	Applications Fall 2007 2045	Applications Fall 2008 2403	Applications Fall 2009 NA
	Process Objective 2: Increase enrollment from 2727 students in Fall 2006 to 3274 student in Fall 2008	Enrollment 2781	Enrollment 3269	Enrollment NA
	Process Objective 3: Increase number of Maui county high school graduates entering Maui Community College directly from high school	Enrollment Fall 2007 326	Enrollment Fall 2008 424	Target Fall 2009 500
Persistence	Process Objective 4: Increase number of international students	Enrollment Fall 2007 70	Enrollment Fall 2008 57	Target Fall 2009 70
	Process Objective 5: Input credits from incoming transcripts into student data base	Transcripts Processed 119	Transcripts Target 50	Transcripts Target 500*
	Process Objective 6: Perform official evaluation of prior credits earned from other institutions	Number Processed 0	Number Processed 0	Number Target 500*
				*Transfer Articulation Position

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Student earning Outcomes (SLO) and/or Program Goals	Examples of Achievement Indicators within each SLO	Mapping SLO to Activity or Course	Assessment Tool(s) & Methods of Utilization	Analyzing Results as Relates to Objectives	Plan & Implementation
Effective Inter/Intra Personal	Writes and speaks coherently and effectively, writes and speaks after reflection, influences others through writing, speaking or artistic expression, makes presentations or gives performances, articulates ideas, uses appropriate syntax, communicates in non-traditional forms (e.g., email, performance, body language and speech)	Recognizing consequences resulting from non-compliance with institutional deadlines & procedures Residency, late registration, refund and academic appeals	Data Type-verbal explanation, letters, submission of documents supporting position/issue Methods-interview, discussion, presentation of relevant documents, cognitive and intellectual reasoning, deductive and inductive reasoning skills	Providing documents supporting position/goal Satisfactory documents & presentation=objective met; if no=objective not met	Evaluation used for determination of residency and other requests relating to registration, financial and academic exceptions Intervention to encourage students to meet institutional procedures and regulations within established and publish deadlines
Intellectual Growth (International Students)	Employs critical thinking in problem solving, uses complex and varied information to make decisions, registers for classes, writes and speaks coherently and effectively	Takes COMPASS test to determine English and Math proficiency, review program worksheet, select courses required for degree, access MyUH portal, register and pay tuition,	Data Type-quantitative and qualitative Tools-Program worksheet & COMPASS test scores, individual grades and completion rates	Method-contact students not maintaining program status, refer to counselor for intervention Completion of 12 credits	Assist students with arranging for tutorial assistance, additional ESL courses Contact student and arrange appointment with Academic Advisor

		Semesterly assessment and intervention if appropriate	Student transcripts in STAR or Banner Database, Grades and course completion rates		
Meaningful Interpersonal Relationships	Develops and maintains mutually rewarding interpersonal relationships, treats others with respect, listens to others' point of view, trusts others, is civil and kind, assists others in need, is able to work cooperatively with others.	Summer professional development/workshop, orientation of new student assistants, observation and feedback, positive reinforcement of supportive behavior when assisting students	Data Type-Evaluation by student clients and Student Services staff, Methods-development of rating instrument to be used annually in assessing programs and services	Qualitative assessment	Group and individual discussions on establishing office environment that is conducive to student learning and development
Diverse Appreciation	Understands one's own identity and culture, seeks involvement with people different from oneself, seeks involvement in diverse interests, Articulates the advantages and challenges of a diverse society, challenges appropriately abusive use of stereotypes by others, understands the impact of diversity of one's own society.	Training/activity exhibiting characteristics of various cultures and positive influences of living in a community with a diverse population	Data Type-participant evaluation Instrument to be developed Methods-assessment to be conducted at the conclusion of activity	Qualitative assesement in narrative form	Permission has been granted by the Maui Language Institute for our staff to attend their 2-hour end of term activity. Program focuses on unique cultural differences among international students enrolled in the MLI including native foods, dances and languages demonstrations. End of term activities are held in the Fall, Spring and Summer sessions. .

Clear Personal and Educational Goals	Identifies personal and educational goals and objectives, uses goals to make decisions	<p>Timely evaluation of external credits of Transfer and Returning student transcripts from U.S. institutions</p> <p>Evaluate transferability of each course according to the institution's transfer policies and system's articulation policies.</p> <p>Establish procedures for evaluation of (a) international students, including compiling resource materials on educational systems of countries and their educational practices, (b) Military Service and training, and (c) High School articulation programs.</p> <p>Determine authenticity of transcript and accreditation status of institution.</p> <p>Advise faculty, students, and staff of institutional policies and practices regarding transfer credits.</p>	<p>Number of transcripts (1) received by Admissions and Records and/or(2) stored in UH records database</p> <p>Number of transfer and returning students entering Fall 2008</p>	<p>Quantitative Official Transcripts 2007-2008 Incoming-407 Outgoing-2420</p> <p>Degrees and Certificates Degrees-222 Certificates-659</p>	<p>Establish a Transfer Articulation position. "Students seek to have their learning, wherever and however attained, recognized by institutions where they enroll for further study." The concept of evaluating and awarding transfer credits in a timely fashion is an integral part of the overall student services mission and provides "maximum consideration for students who has changed institutions or objectives." It is an obligation and responsibility of the receiving institution to evaluate and apply transfer credits earned at other institutions toward their educational credentials.</p>
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		<p>Coordinate inputting of external credits awarded into the student's academic history.</p> <p>Perform initial and final review of graduation applications and determine eligibility for degree or certificates, notify students of candidacy status,</p>			
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ADMISSIONS

	07/01/2003 - 06/30/2004	07/01/2004 - 06/30/2005	07/1/2005- 06/30/2006	07/1/2006- 06/30/07	07/21/2007- 06/30/2008
APPS PROC					
TOTAL	3725	3512	3283	3325	3219
INTERNATIONAL					
I-20	81	67	81	70	57
OPT	6	7	10	14	9
CPT	5	9	5	4	*4
VETERANS					
CERTS	101	96	88	92	84
VA APPS NEW	26	22	22	30	30
PASSPORTS	29	17	18	13	13

RECORDS

	07/01/2003 - 06/30/2004	07/01/2004 - 06/30/2005	07/1/2005- 06/30/2006	07/1/2006- 06/30/2007	07/21/2007- 06/30/2008
TRANSCRIPTS					
INCOMING	636	470	641	501	478
OUTGOING	3082	2471	2406	2252	2420
CERTS/DEGREES	594	523	618	632	881
CERT OF COMPE	170	134	189	214	468
CERT OF COMPL	82	57	65	64	69
CERT OF ACHIEV	119	120	121	106	122
AS	36	46	46	52	51
AAS	74	55	83	82	66
AA	113	111	105	103	92
ATS	NA	NA	NA	NA	NA
ASC	0	0	9	8	11
BAS	0	0	0	3	2
TRANS ARTIC	NA	302	NA	119	*50
GRADE CHANGES	293	207	170	241	220
BANNER					
PURGING STU	345	458	502	496	779
UPDATING NSLC	141	113	246	375	550
FACULTY ROSTERS	NA	NA	NA	NA	NA
GRADE ROSTER	200	65	0	0	0
ENT CR/NC OPTION	NA	NA	*100	100	*100
ENT AUDIT OPTIONS	NA	NA	10	*20	*20
DEANS LIST	400	551	*545	270	506