

**Student Affairs Department Action Plan -- WEAVE Online Form
CATALOG BANK VAULT RECORDS / BANNER ELECTRONIC RECORDS**

Active Cycle (academic year): 2011-12
Area (Department/Program): Graduation and Records
Person Responsible: Edwin Sánchez

PLAN	
1. Goal- principal purpose and objectives of plan (include how this relates to serving students or increasing student success or supporting (LifeMap)	<p><i>Continue implementation of plan to become a paperless campus through the use of BDMS; continue to pull folders by alpha for 200910 and forward terms for EC; WC continue scanning folders in alphabetical order by student last name.</i></p> <p><i>Research and develop a plan of action in order to compare records on microfiche/microfilm currently housed on the West Campus with those in the bank vault. Furthermore we will catalog all items in the vault in preparation for conversion to an electronic format.</i></p>
2. Objectives What will be accomplished and measured	<p><i>This plan is to carry on with our steps to become a paperless campus through use of Banner Xtender Solutions. Continue scanning all paper documents submitted to the Admissions/Records Office.</i></p> <p><i>Purpose is to increase the efficiency of the processes by reducing paper handling and increase electronic processing</i></p>
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	<p><i>Continue to track activity to determine if objectives are met by observation, feedback from staff and documentation of the number of student records scanned/indexed utilizing data warehouse reports. Assess on a monthly basis status of objective.</i></p>
4. Action Plan- What is the implementation plan?	<ul style="list-style-type: none"> • <i>Prep student folders to be scanned and indexed / Catalog and index microfiche/microfilm</i> • <i>Train staff on what is required by the state in a student's record.</i> • <i>Continue to scan all student folders for 200910 and forward</i> • <i>View all documents scanned and indexed (Quality Control) within 48-72 hours as identified in the previous year's observations, time will be adjusted during peak periods.</i>
5. Achievement Summary/Analysis What was learned from the assessment results? What changes will you make in your initiative for the year to come?	<p><i>Scanning student folders by alpha for 200910 for the</i></p> <p><i>East Campus: completed alpha's A- P as of 6/30/2012, completing 3,378 student folders for 2011-2012 year</i></p> <p><i>West Campus: Scanned alpha's A-D as of 6/30/2012 6,480 student folders.</i></p> <p><i>Osceola Campus: Scanned all records previously stored at the Osceola Campus. Currently supporting the West Campus, scanning about 4,532 student records of the overflow Lektriever.</i></p> <p><i>Records housed at the West Campus have been cataloged. Awaiting approval from president to be authorized to complete at the remote location.</i></p>
6. General Education Learning Outcome	<p><i>Director will continue dialogue with AVP of Admissions/Records in order to determine when this objective can be funded in the future.</i></p>
7. Strategic Plan Outcome	<p><i>Dollars not available for project to be move forward with conversion of paper/fiche documents into a digital/electronic record. Building</i></p>

	<i>Pathways</i>
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