<table>
<thead>
<tr>
<th>Active Cycle (academic year):</th>
<th>2011-12</th>
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<tbody>
<tr>
<td>Area (Department/Program):</td>
<td>Graduation and Records</td>
</tr>
<tr>
<td>Person Responsible:</td>
<td>Edwin Sánchez</td>
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### PLAN

#### 1. Goal
Principal purpose and objectives of plan (include how this relates to serving students or increasing student success or supporting (LifeMap))

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.

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.

#### 2. Objectives
What will be accomplished and measured

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.

Purpose is to increase the efficiency of the processes by reducing paper handling and increase electronic processing.

#### 3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?

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.

#### 4. Action Plan-What is the implementation plan?

- Prep student folders to be scanned and indexed / Catalog and index microfiche/microfilm
- Train staff on what is required by the state in a student’s record.
- Continue to scan all student folders for 200910 and forward
- 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.

#### 5. Achievement Summary/Analysis
What was learned from the assessment results? What changes will you make in your initiative for the year to come?

Scanning student folders by alpha for 200910 for the East Campus: completed alpha’s A-P as of 6/30/2012, completing 3,378 student folders for 2011-2012 year

West Campus: Scanned alpha’s A-D as of 6/30/2012 6,480 student folders.

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.

Records housed at the West Campus have been cataloged. Awaiting approval from president to be authorized to complete at the remote location.

#### 6. General Education Learning Outcome

Director will continue dialogue with AVP of Admissions/Records in order to determine when this objective can be funded in the future.

#### 7. Strategic Plan Outcome

Dollars not available for project to be move forward with conversion of paper/fiche documents into a digital/electronic record.

Building
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<th>Pathways</th>
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