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<th>2012-13</th>
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<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)

Remove physical records from Lektriever at the West Campus by January 2013. 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.

2. **Objectives** - What will be accomplished and measured

Remove Lektriever from WC in preparation for reconfiguration of SSB space. Continue scanning all paper documents submitted by students to the Admissions/Records Office to reduce paper handling. This plan will contribute to the overall plan minimize the use of paper in our daily processes/work. The purpose is to eliminate the paper forms being used in the department and provide students opportunity to be self sufficient.

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

The measure will be achieved when the Lektriever equipment is removed. The paperless process assessments will continue by identifying what daily processes the staff currently use paper and from those identify what could be migrated to electronic. Will 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?

Box up folders in Lektrievers and store until dollars are available for scanning. Prep student folders to be scanned and indexed. Train staff on what is required by the state in a student’s record in order to clean folders prior to scanning. Continue to scan all student folders for 200910 and forward to be completed by June 30, 2013. 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. Prepare onsite location for files to be stored at the West Campus that have been cataloged.

5. **Achievement Summary/Analysis**

What was learned from the assessment results? What changes will you make in your initiative for the year to come?

Removal of the student records stored at the West Campus Lektrievers and file cabinets were moved to the West Campus building 4-120C area. This move involved the removal of 158,000 students of 643 boxes. Boxes are stored in alpha order, and assessable if necessary. A log of the stored records is available to the Admission and Records staff. The 200910 and forward terms folders are continuously being scanned by each campus. Overall the Records team has scanned 113, 014 student records submitted to the Admissions & Records office. Below is the breakdown for the student folders by campus: 
July 1, 2012-April 30, 2013 East Campus Scanned 3,131 student records (Alpha’s N- S)  OC Scanned 3,131 of West Campus records WC Scanned 8,735 (Alpha’s D-M) 

6. **General Education Learning Outcome**

Records have been secured in one location. Research requirements of these old records will require additional time which needs to be communicated to students requiring us to look up their old record until the college secures the finances to convert these documents to digital images. Key is secured by the Facilities office and will require signing g out to
| 7. Strategic Plan Outcome | Records have been secured in one location until funding is secured to convert into digital images. | maintain records secured. |
### MODIFICATION OF ACADEMIC SUSPENSION PROCESS

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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)
   
   Revamp the Academic Suspension process to improve communication and deletion of student schedules that have been placed on academic suspension.

2. **Objectives**
   - What will be accomplished and measured
   
   Automate the Academic Suspension process so that the population identified at the end of the term when final grades run the process can delete the student’s schedule and send out communication and create entry in BANNER when information is communicated to student.

3. **Measures and Findings**
   - How specifically measures will be conducted.
   - How will we know the objective has been achieved?
   
   The measure will be achieved with the development of the BANNER processes that will delete the student’s schedule, send communication to the student and create an entry in BANNER for staff providing services to students to see what was done with the student’s schedule resulting from the Academic Suspension process.

4. **Action Plan**
   - What is the implementation plan?
   
   Will develop a process(es) that will delete student’s registration, enter a comment in SPACMNT, and entry in SUAMAIL and send out an email information students that they’ve been Academically Suspended and their schedule has been deleted for the upcoming term. This process will make classes available for students quicker (currently a manual process for over 200 + students every term.)

5. **Achievement Summary/Analysis**
   - What was learned from the assessment results? What changes will you make in your initiative for the year to come?
   
   The process of suspending student programmatically has been completed. For the Spring term there were 201 identified as suspended out of the 201 the system programmatically dropped 25 students. All students received SPACMNT entries and notification sent to the student notifying of dropped courses and of the suspended status.

6. **General Education Learning Outcome**
   
   The process requires that Student Deans review the list of students and remove students who have been working with them to avoid suspending them. Upon completion of this review, the process can be run and communication as well as the deletion of schedules can take place. The process can be run 24 hours after the Deans have completed their review.

7. **Strategic Plan Outcome**
   
   An automated communication plan has been developed to communicate with students on Academic Suspension that will expedite the deletion of schedules and open up seats for other students to select from.