Student Services Annual Highlights
2011-2012

Department Name: Student Services, South Region (Jordan & Miller)

Dash Board Indicators: attached

Programming or Service Highlights:

- Ran pilot test, using one-time funds through Student Express, to employ temporary Student Express specialists (during “rush” periods) in the High Tech Center at the Jordan Campus.
- Obtained one-time funding to work through and eliminate pending files in the Health Sciences Admissions Office (800+ files).
- Adjusted staffing at Jordan and Miller to accommodate student traffic
- Hosted Brown Bag at Jordan Campus to welcome UHP to campus
- Coordinated with Public Safety to offer campus safety workshops at Jordan and Miller
- Assisted with orientation for 2011-12 Health Sciences students (350 students per year)
- Assisted with 2011 Mortuary Science Accreditation visit
- Worked through first phase of application process for new Mortuary Science program
- Participated in Health Sciences Admissions Task Force to work through process of changing program admission requirements
- Worked with Marketing and Health Sciences to present new requirements on website
- Moved Health Sciences Admissions Office from Student Services to the School of Health Sciences
- Acquired responsibility for Early Enrollment Admission
- Presented “History of SLCC” at Student Services Institute
- Assisted with Campus Connect orientation at Jordan Campus
- Specialist appointed as Secretary of PACRAO (regional organization)
- Specialist attended PACRAO Regional Conference
- Specialist served as President-Elect of SLCC Staff Association
- Secured office space for academic advisors in Health Sciences Center
- Secured office space for Disability Resource Center at the Jordan Campus
- Participated in Program Review for Student Life & Leadership, Disability Resource Center, and Testing Services

Assessment Highlights:

- Continued analysis of zip codes, ACT/CPT participation, financial aid participation, majors and enrollment patterns at each site
- Administered first phase of Campus Needs Assessment at the Miller Campus.