

Student Services Annual Highlights 2013-2014

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

Dash Board Indicators: attached

Programming or Service Highlights:

- Director served on Access and Strategic Enrollment Council
- Director served on planning committee for Diversity and Inclusion speaker series
- Director served on West Valley Site Steering Team
- Specialist served as SLCC Staff Association Past-President for 2013-2014
- Specialist served as Secretary for PACRAO (regional organization)
- Specialist attended regional PACRAO conference
- Director attended Utah ACT, regional NASPA and national AACRAO conferences
- Employed seasonal/Rush Student Express employees at Jordan Campus
- 9% increase in admission of Early Enrollment students
- Monitored second year of Early Enrollment admission data
- Developed new Early Enrollment admission application (PDF fill-in form)
- Director (as Jordan Campus Site Administrator)
 - Participated in emergency preparedness training and planning meetings
 - Organized campus emergency preparedness (ongoing)
 - Worked with new Emergency Services Manager to update CERT/Building Marshall information at Jordan
- Participated in Program Review/Site Visit for School Relations
- Provided space for School Relations Specialist at Jordan Campus
- Participated in planning regarding SAT enrollment procedures
- Participated in planning for SAT move to Jordan Campus and relocation of Health Clinic
- Coordinated with DRC to manage increase in testing accommodations at Miller Campus; developed plan for increased DRC coverage beginning July 2014
- Co-planned Second Annual Jordan Campus Employee Kickball Event
- One employee attended "Let Your Life Speak" retreat
- Assisted with Campus Connect orientations at Jordan Campus
- Assisted with Health Sciences orientations each semester
- Miller staff continued work on Transcript Archival project
- Provided weekend service hours to support Weekend College at the Jordan Campus
- Hosted Weekend College Open House for Fall Semester 2013

Assessment Highlights:

- Presented "Site Service Standards" document and Program Review Action Plan at VP Extended Staff meeting
- Completed Program Review
- Provided training to Student Life & Leadership
- Included guest presenters at bi-monthly staff meetings

- Continued working with Facilities and West Jordan City to improve traffic issues at entrance
- Continued assessment of Early Enrollment students
- Coordinate with SL&L and FYE regarding Welcome Week activities
- Continued analysis of zip codes, ACT/CPT participation, financial aid participation, majors and enrollment patterns at each site