

Student Services Annual Highlights 2012-2013

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

Dash Board Indicators: Benchmarks attached as Appendix B

Programming or Service Highlights:

- Specialist served as SLCC Staff Association President for 2012-2013
- Specialist served as Secretary for PACRAO (regional organization)
- Specialist attended regional PACRAO conference
- Staff attended UACRAO conference (state organization)
- Staff attended Utah ACT Conference
- Continued employing seasonal/Rush Student Express employees at Jordan Campus
- Directed Early Enrollment admission; completed one full year of program management and made several improvements to the process
- Director assumed new role as Jordan Campus Site Administrator
 - Participated in emergency preparedness training and planning meetings
 - Organized campus emergency preparedness (ongoing)
 - Worked with Charlie Dressen to update CERT/Building Marshall information at Jordan
 - Worked with Charlie Dressen to offer additional training at Jordan
- Conducted Student Needs Assessment at Jordan Campus
- Conducted survey of Early Enrollment students
- Participated in Program Review/Site Visit for Enrollment Services
- Co-planned First Annual Jordan Campus Employee Kickball Event
- Two employees attended "Let Your Life Speak" retreat
- Director participated in panel discussion for U of U ELP students
- Increased promotion of services at Miller based on student survey results
- Completed HTC 101 remodel at Jordan
- Produced "Site Service Standards" document
- Coordinated with Dean of Students to offer Civility training at Jordan and Miller
- Assisted with Campus Connect orientation at Jordan Campus
- Assisted with Health Sciences orientations each semester
- Assisted Auxiliary Services in transition from Jordan Café to "Grab 'n Go"

Assessment Highlights:

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