

Inquiry and Admissions

<u>ACTION ITEM</u>	<u>TIMELINE</u>	<u>COST</u>	<u>STAFF HOURS</u>	<u>OTHER FACTORS</u>	<u>SAVINGS</u>	<u>RESPONSIBLE PARTY</u>	<u>CHAMPION</u>
Outsource or hire staff to assist with inquiry mailings	By 12/1/2005	\$29,000 salary & benefits \$5000 add'l casual	1 hour	Can also outsource printing and mailing. Waiting on cost estimate	0	David Goldberg	Randy McEwen
Place Inquiry process and staff under admissions supervision	By 12/1/2005	0	0	Will allow admissions operation to work more closely as a team	0	Frost to-be	Nan Poppe
Push through online applications into BANNER	By 3/30/2006	0	45 days (ITS)	timeline dependent on ITS projects	30 hrs / wk of staff time	ITS, Dennis Bailey	Leslie Riester
Push through online inquiries into BANNER	By 3/30/2006	0	45 days	timeline dependent on ITS projects	35 hours a week of staff time	ITS, Roberto Suarez	Leslie Riester
Improve ability to send out small bulk mailings	By 12/1/2005	0	0	delay in students receiving requested materials	0	Ken Nelson Dennis Bailey, Cheryl Hefty, Linda Gettman, Roberto Suarez	Wing-Kit
Degree program brochures	By 12/1/2005	0	0	vital to prospective students decision process	0	Publications	David Goldberg

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Done	Green Light	Needs further review	In process elsewhere
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Registration and Business Office

<u>ACTION ITEM</u>	<u>TIMELINE</u>	<u>COST</u>	<u>STAFF HOURS</u>	<u>VALUE ADDED</u>	<u>RESPONSIBLE PARTY</u>	<u>CHAMPION</u>
Consolidate multiple permission forms	By 12/1/2005	< \$1000 Printing cost	1 hr	Simplifies permission process	Pam Muir	DONE
Educate Faculty on existing online permission processes	By 12/1/2005	0	8 hrs	Reduces work duplication; Reinforces faculty use of the web	Pam Muir	Scott Huff
Enable staff in registration and admissions to post application fees	By 11/14/05	0	6 hrs	Streamlines application process for students	Dee Wilson, Pam Muir	DONE
Enable full-time cashiers to process quick admits	By 11/14/05	0	4 hrs	Allows students to be admitted by 3 key front office operations	Dennis Bailey, Roberto Suarez, Linda Gettman, Cheryl Hefty, Dee Wilson, Pam Muir	Diane Mulligan
Enable Registration and Admissions staff to post app fee payments	By 12/31/05	2700 + 1700 annually	40 hrs	Brings college in compliance with GLB. Additional security of student data	Dawn Carovano, ITS, Dee Wilson	Wing-Kit Chung
Create online drop process	By 5/1/06	0	40 hrs	Allows students to drop online when hold exists. Enables expansion of enrollment period w/o impact	ITS, Pam Muir, Dee Wilson, Luis Menchu	Chris Chairsell
Send automated eMail upon placement of holds	By 12/15/05	0	8 hrs	Alerts students as soon as hold exists so can resolve prior to registration	ITS, Dee Wilson, Dawn Carovano	Tammy Billick
Web/Schedule task force	By 5/1/06	0	40 hrs	Unified and appealing written communications	Publications, Pam Muir, Dee Wilson, Frost to-be, ITS	David Goldberg

Signage – revitalize Way Finding & Maps Committee	12/31/05	0	40 hrs	Standardized campus signage	Steve Sivage, Clark Hochstetler, Robin Burwell, Other Student Svcs Staff	Randy McEwen
Guest Login for MyPCC	?	0	?		ITS, Portal Coordinating Committee	Craig Kolins
Refine Wait List Process	?	0	?	Need to fix or eliminate	ISC/DOI	Rene Thomas
Download CC numbers with electronic apps	3/30/06	0	?	Companion to electronic application process	ITS, Dennis Bailey, Dee Wilson	Leslie Riester
Add Channel on MyPCC to display holds	3/1/06	0	4 hrs?	Remove student barrier to registration	ITS, Luis Menchu, Pam Muir	Craig Kolins
Review 180D expiration for MyPCC logins					Portal Coordinating Committee	Craig Kolins
Expand One-Stop Options					DOS and Student Svcs Managers	Chris Chairsell

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Advising, Student Records & Assessment

<u>ISSUE</u>	<u>TIMELINE</u>	<u>ACTION ITEM</u>	<u>RESPONSIBLE PARTY</u>	<u>CHAMPION</u>
Ineffective appt. schedule. & check in	06/01/06	Research and purchase IT supported software	SSAMS Committee (Clark Hochstetler)	Diane Mulligan
Duplicate IDs in BANNER	11/28/05	Improve staff training to prevent future duplication	Managers in data entry areas	Frost as-is
	02/10/06	Create flags in BANNER when current dups. Are found	Tammy Billick	Scheduled for 2/17/06
Waitlist not visible on MyPCC	11/14/05	ITS will investigate turning this function on	Tammy Billick	Barb VanAmerongen
24 hour wait to register after placement Testing	11/30/05	Change upload method (no hand keying)	Lee Miller, Susan Wilson, Lucinda Eshleman, Stedman Burroughs	Linda Reisser
Placement testing has become more labor intensive	07/01/06	Increase testing staff- preferably bilingual	Diane Mulligan, Linda Reisser, Narce Rodriguez, Terri Greenfield	Linda Reisser
Excessive advisor time spent on FA, MyPCC, registration and non-academic issues	11/28/05	Better utilize student resources (peers, MIRCS, CRC Staff, etc) to help during registration	Diane Mulligan, Linda Reisser, Narce Rodriguez, Rebecca Mathern, Katy Ho	Linda Reisser
Limited access to imaged documents	04/06	Increase # of licensed "seats" or use of metered licensing	Tammy Billick	Frost to-be
Up front evaluations of non-PCC transcripts	07/01/06	Provide data to support request. Reallocate staff in Graduation/Student Records	Elaine Joy	Frost to-be
Lack of consistent, district-wide & available advising for ESL/ENNL	11/28/06	Increase access to ESL/ENNL advising/orientation.	Dominique Millard Terri Greenfield	Nan Poppe

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Parking, Financial Aid and Bookstore

<u>ACTION ITEM</u>	<u>TIMELINE</u>	<u>COST</u>	<u>STAFF HOURS</u>	<u>VALUE ADDED</u>	<u>RESPONSIBLE PARTY</u>	<u>CHAMPION</u>
<u>F/A</u> Automate Alternative Loan Program	By 12/1/2005	0	4 hrs	Greatly improves processing speed	Dee Wilson, Clarice Anderson, Marilyn Bader	DONE
<u>Bookstore</u> Timely and automated submission of book requests					Laurie Bales, ITS	Barb VanAmerongen
<u>Bookstore</u> Install walk-up access to MyPCC in bookstores		\$1200 per terminal			Laurie Bales, ITS	Randy McEwen
<u>Bookstore</u> Signage for Financial Aid students charging books					Laurie Bales, Publications	Randy McEwen
<u>Bookstore</u> Hosted web services		\$12,000 plus \$1,200 per terminal			Laurie Bales, ITS	Randy McEwen
<u>Parking</u> Expand availability of permits: Add'l sales locations, Extend o-l order period					Parking, Reg, Adm, B/O, B/S	Narce Rodriguez
<u>Parking</u> Eliminate registration verification requirement				Need to come up with proposal for cabinet	John Garner, Dee Wilson	Randy McEwen

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