



Admissions and Records Office:

Date: 05/12/2016

- Program Review Non-instructional Cycle F 2015
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1.0

Mission, Vision, Core Values and College Goals drive all college activities. The Program Review committee would like to understand the connection of your department/office to the Mission, Vision, Core Values and College Goals. Summarize how your department/office supports each area.

Mission: We prepare students to be successful learners.

The Admissions and Records administrative staff supports the mission statement by educating staff and students on federal, state, and local guidelines/regulations related to the functions of the Admissions and Records office.

Vision: Fullerton College will create a community that promotes inquiry and intellectual curiosity, personal growth and a life-long appreciation for the power of learning.

The Admissions and Records administrative staff supports the vision statement by creating avenues for open conversation and inquiries by students, staff, and the general public.

Core Values:

We respect and value the diversity of our entire community.

The Dean encourages the participation of office staff in campus and community events.

We value tradition and innovation.

The Dean serves on various campus and district wide technology committees, designed to review, analyze, and make recommendations to improve services to the students and staff of the district.

We support the involvement of all in the decision-making process.

The Dean serves on or chairs various meetings throughout the campus and district. The Dean encourages staff participation, involvement, and input through department staff meetings, district meetings and individual meetings.

We expect everyone to continue growing and learning.

The Dean attends various statewide workshops to ensure that the staff remains current on any trends, best practices, or changes in legislation. The Dean also encourages and supports staff to continue their professional and personal development as appropriate.

We believe in the power of the individual and the strength of the group.

The Dean provides team building activities. The Dean mentors staff members within the departments and provide staff with the tools to help them reach their goals.

We expect everyone to display behavior in accordance with personal integrity and high ethical standards.

The administrative staff supports and adheres to federal, state, and local regulations. Collective bargaining agreements are followed and enforced as required.

We accept our responsibility for the betterment of the world around us.

The administrative staff seeks to provide excellent customer service to our students, staff, and the public.

We value and promote the wellbeing of our campus community.

The administrative staff strives to elevate the excellence of Fullerton College.
College Goals:

Goal 1: Fullerton College will promote student success.

Objective 1: Address the needs of under-prepared students.

Objective 3: Increase the number of degrees and certificates awarded.

The Admissions and Records administrative staff supports objective 1. The Dean serves on the Student Success Committee, Technology Committee, Student Equity Committee, and others to take an active role in campus decisions regarding the needs of under-prepared students. Information from these committees is disseminated to appropriate staff.

The Admissions and Records administrative staff supports objective 3. The Dean provides leadership in the implementation of an electronic degree audit. The degree audit will help students to be better informed of their path to degree and certificate attainment, assisting students to choose the correct courses to reach their academic goals in a timely manner. We expect the degree audit to increase the number of degrees and certificates awarded.

Goal 2: Fullerton College will reduce the achievement gap.

Objective 2: Increase retention rate of Hispanic and African-American students by 5% annually.

The Admissions and Records office administrative staff supports objective 2. The Dean serves on many district wide committees including Banner Steering, Student Team, myGateway Steering, Research Team, Financial Aid Default Prevention, and others to assist in gathering and analyzing data and developing policies and procedures to help reduce the achievement gap.

Goal 3: Fullerton College will strengthen connections with community.

Objective 2: Increase contacts with local feeder high schools.

The Dean participates in the annual High School Principal Luncheon, the High School Counselors breakfast, and other campus and district opportunities to educate our community on admission and registration processes at Fullerton College. The Dean is also part of the Leadership Institute for Tomorrow (LIFT) and Leadership Fullerton. Both LIFT and Leadership Fullerton are designed to strengthen connections with the community.

