

Antelope Valley College

Detailed Assessment Report 2008-2009 Graduation Office

Mission / Purpose

The Graduation Office evaluates transcripts and other educational records for the purpose of awarding degrees and certificates.

Goals

G 1: Enrollment Services PLO

Students are able to successfully navigate through the enrollment process utilizing the various Enrollment Service's activities and programs for student success.

Student Learning Outcomes, with Any Associations and Related Measures, Achievement Targets, Findings, and Action Plans

S 1: ES - Graduation Office - Apply for Graduation

Students will learn about the graduation process and will learn how to apply for graduation.

Relevant Associations:

Institutional Learning Outcomes

4 ILO 4: Problem Solving, Communication and Critical Thinking Skills

Related Measures

M 1: Graduation SLO Activities

Expand content on public web. Incorporate Graduation dates on Registration Appointment card. Send out myAVC announcements and emails to students.

Source of Evidence: Administrative measure - other

Achievement Target:

Increase in number of students applying or seeking graduation information.

Findings (2008-2009) - Achievement Target: Not Met

Though web content has been expanded and graduation dates were incorporated into the priority registration appointment card, no noticeable changes were recorded. During priority registration, there was not an increase in the number of students applying or seeking graduation information.

Action Plan Detail for This Cycle (by Established cycle, then alpha)

Devise new activities

Future activities scheduled are: New brochure about graduation (2010)
New database containing queries to match student data to certificate requirements (2010)

Established in Cycle: 2008-2009

Implementation Status: Finished

Priority: Low

Implementation Description: Implement new media to enhance student knowledge about graduation process.

Responsible Person/Group: Enrollment Services

Additional Resources: Capital needed to brochure printing - VTEA grant

Antelope Valley College

Detailed Assessment Report 2009-2010 Graduation Office

Mission / Purpose

The Graduation Office evaluates transcripts and other educational records for the purpose of awarding degrees and certificates.

Goals

G 1: Enrollment Services PLO

Students are able to successfully navigate through the enrollment process utilizing the various Enrollment Service's activities and programs for student success.

Student Learning Outcomes, with Any Associations and Related Measures, Achievement Targets, Findings, and Action Plans

S 1: ES - Graduation Office - Apply for Graduation

Students will learn about the graduation process and will learn how to apply for graduation.

Relevant Associations:

Institutional Learning Outcomes

4 ILO 4: Problem Solving, Communication and Critical Thinking Skills

Related Measures

M 1: Graduation SLO Activities

Continue to expand content on the web. Create new online application to allow students to apply online for graduation. Survey students to see what they need to learn about the graduation process.

Source of Evidence: Administrative measure - other

Achievement Target:

Increase in number of students applying or seeking graduation information.

Findings (2009-2010) - Achievement Target: Not Met

Though web content has been continually expanding, no noticeable increase in graduation applications has been noticed. With the addition of the online graduation application beginning December 2009, we have received 214 applications from December 2009 to August 2010. The number of applications will be measured in the 2010-2011 SLO cycle to determine if the online applications increase. Though students may be learning about how to graduate by the various activities of the program,

availability of classes is a large contributor to students actually being able to apply for graduation. During the 09-10 academic year, AVC reduced course offerings in each term during the year. With fewer courses, demand is larger and not every student may be able to enroll in a course needed for graduation. Decrease in AVC course count by term: Fall 2010 - 9.3% decrease from Fall 2009 Summer 2010 - 49.1% decrease from Summer 2009 Spring 2010 - 19.8% decrease from Spring 2009 Intersession 2010 - 81.6% decrease from Intersession 2009 From applications received for any grad cycle, approximately 8% to 10% of applications (precise measurement not currently possible) are moved forward to a future term due to lack of course completion for the certificate or degree. When course offerings being limited, we expect this trend to persist and possibly increase.

Related Action Plans (by Established cycle, then alpha):

For full information, see the *Action Plan Detail* section of this report.

Continue to measure activities

Established in Cycle: 2009-2010

Continue to measure online graduation applications received. Work with web administrator regarding possibility of adding web co...

Action Plan Detail for This Cycle (by Established cycle, then alpha)

Devise new activities

Future activities scheduled are: New brochure / poster about graduation (2010) New database containing queries to match student data to certificate requirements (2010)

Established in Cycle: 2008-2009

Implementation Status: Finished

Priority: Low

Implementation Description: Implement new media to enhance student knowledge about graduation process.

Responsible Person/Group: Enrollment Services

Additional Resources: Capital needed to brochure printing - VTEA grant

Continue to measure activities

Continue to measure online graduation applications received. Work with web administrator regarding possibility of adding web counter to web page to measure usage. Use results from surveys to measure student knowledge of process and use of online tools.

Established in Cycle: 2009-2010

Implementation Status: In-Progress

Priority: Medium

Relationships (Measure | Outcomes):

Measure: Graduation SLO Activities | **Outcomes:** ES - Graduation Office - Apply for Graduation

Responsible Person/Group: Enrollment Services
Budget Amount Requested: 0

Antelope Valley College

Detailed Assessment Report 2010-2011 Graduation Office

Mission / Purpose

The Graduation Office evaluates transcripts and other educational records for the purpose of awarding degrees and certificates.

Goals

G 1: Enrollment Services PLO

Students are able to successfully navigate through the enrollment process utilizing the various Enrollment Service's activities and programs for student success.

Student Learning Outcomes, with Any Associations and Related Measures, Achievement Targets, Findings, and Action Plans

S 1: ES - Graduation Office - Apply for Graduation

Students will learn about the graduation process and will learn how to apply for graduation.

Relevant Associations:

Institutional Learning Outcomes

4 ILO 4: Solve problems using oral and written communication, critical thinking and listening skills, planning and decision-making skills, information literacy, and a variety of technologies.

Related Measures

M 1: Graduation SLO Activities

Expand content on public web. Incorporate Graduation dates on Registration Appointment card. Send out myAVC announcements and emails to students.

Source of Evidence: Administrative measure - other

Document:

Enrollment Services - Graduation Office - SLO data 10-11

Achievement Target:

2% increase in either students learning about the graduation process or learning how to apply for graduation online.

Findings (2010-2011) - Achievement Target: Not Met

Though web content has been continually expanding, only a 5% overall increase in graduation applications has been noticed. Currently there is not a mechanism in place to track online versus in person graduation applications in the system. An

external study using the office email where online applications are sent yielded that 31.66% of applications received between April 2010 and November 2011 were online applications. In person applications still account for the majority of graduation applications received by the office. Some of this is due to the various academic programs submitting graduation applications in bulk. Additionally, students often come directly to the Graduation office to apply after appointments with counselors. Data collected for program review showed that the two highest numbers of applications submitted were during November 2010 and May 2011. An email was sent out to students in spring 2011 notifying students to apply for graduation. The increase in November is due to the amount of staff and faculty cooperation to promote graduation within the classroom with graduation brochures and posters. A recent survey indicated that 53% of students polled showed that they have seen either graduation brochures or posters on campus and that 46% were aware they could apply for graduation online. Though students may be learning about how to graduate by the various activities of the program, availability of classes is a large contributor to students actually being able to apply for graduation. Course reductions have continued during the 2010-2011 year with summer 2011 taking another 55% cut in course offerings. Fall 2011 had 0% change, while spring 2011 realized a 14% increase. Intersession 2011 had a large increase in course offerings, but they were centered in the ENGL, MATH and PE subjects. Students still struggle with increased competition for fewer courses which ultimately affects their ability to finish course required for their degree/certificate completion. Over the last 3 years, there has been a 7% increase in no-grad students. This can be attributed to the reduction of courses due to the budget cuts. Students moved into this category do not indicate they are enrolling into the courses needed to finish their certificate or degree. Some students just move to transfer or give up on completing their degree. Since the system data is not truly representative of student's learning about the graduation process and can be delayed by many external factors, the program has decided to adjust the success indicator by using survey data to determine student learning and awareness of the graduation process. For the 2011-2012 SLO cycle, a new achievement target will be set for survey data. Rounding percentages up/down from 2010 survey data, 50% of students have learned about the graduation process by campus media. Also, 50% of students were aware that they can apply for graduation online. The achievement target for 2011-2012 will be a minimum 2% increase in both these areas. The same survey questions will be asked during the next survey to measure student learning. The achievement goal for 2010-2011 will be recorded not met. This year will set baseline data for 2011-2012 targets.

Related Action Plans (by Established cycle, then alpha):

For full information, see the *Action Plan Detail* section of this report.

ES - Graduation Action Plan 09-10

Established in Cycle: 2009-2010

Continue to measure online graduation applications received.
Work with web administrator regarding possibility of adding web co...

Action Plan Detail for This Cycle (by Established cycle, then alpha)

ES - Graduation Action Plan 09-10

Continue to measure online graduation applications received. Work with web administrator regarding possibility of adding web counter to web page to measure usage. Use results from surveys to measure student knowledge of process and use of online tools. Utilize brochures and posters to assist in making students aware of the graduation process.

Established in Cycle: 2009-2010

Implementation Status: In-Progress

Priority: High

Relationships (Measure | Outcomes):

Measure: Graduation SLO Activities | **Outcomes:** ES - Graduation Office - Apply for Graduation

Develop targeted announcements to specific populations

Develop process for sending targeted announcements to students who meet certain criteria (units, major, courses completed) regarding the graduation process.

Established in Cycle: 2010-2011

Implementation Status: Planned

Priority: Medium

Responsible Person/Group: Graduation Office, Enrollment Services
Technical Analyst

Additional Resources: none.

Budget Amount Requested: 0

ES - Graduation Action Plan 10-11

Provide a description.

Established in Cycle: 2010-2011

Implementation Status: In-Progress

Priority: High

Survey students regarding the graduation process

Compile and deploy a new survey to determine if there has been an increase in student learning regarding the graduation process. Additional questions targeting why students may not be applying will be considered.

Established in Cycle: 2010-2011

Implementation Status: Planned

Priority: Medium

Responsible Person/Group: Graduation Office, Enrollment Services
Technical Analyst

Additional Resources: none.

Budget Amount Requested: 0