

PBCC Goal: The college will practice effective enrollment management to ensure optimal access, retention, program completion and student success.		PBCC Objective: By 2012 the College will increase retention and completion rates by 10%	
Strategy to Address the Objective: For financial aid applicants, reduce the enrollment barrier caused by the need to receive and evaluate each college transcript before aid eligibility is determined. The transcript evaluation backlog can reach 5-6 weeks; however, financial aid applicants receive priority and are evaluated within 3 days. Currently, there is no way to identify all financial aid applicants whose official transcript(s) are ready for evaluation; therefore, some students' financial aid notification might be delayed for up to 6 weeks.			
Desired Outcome of the Strategy: Develop an electronic system to identify and track financial aid students with academic transcripts ready for official evaluation. Evaluate transcripts of all financial aid applicants within 2 weeks during financial aid packaging periods.			
Brief Narrative Description of the Strategy and Plan: Form a committee to develop and implement an electronic process that identifies financial aid applicants who need evaluation of official transcripts on file.			
Team Members: Jennifer Donn, Ed Mueller, Roz McFarlane, Michael Bloeth/IT		Submitted by: Dave Bodwell	Date: September 2009

Action Steps <i>What will be done?</i>	Responsibilities <i>Who will do it?</i>	Timeline <i>By when?</i> <i>(Day/Month)</i>	Resources <i>A. Resources Available</i> <i>B. Resources Needed (financial, human, political & other)</i>	Potential Barriers <i>A. What individuals or offices may resist?</i> <i>B. How?</i>	Involvement <i>A. What groups are involved?</i> <i>B. How are they involved?</i>
Step 1: Prepare 3-Year Summary of New Transfers who were financial aid applicants each fall and spring semester.	Jennifer Donn, Ed Mueller, IT	Nov 1, 2009	A. IT programming B. None anticipated	A. IT Programming B. Insufficient time	A. IT B. Identify data sources within PantherNet and Financier; construct ad-hoc report of summary data.

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Step 2: Determine optimum report format for the new work process: SQL, Work-Flow Imaging System, Batch, etc.	Ed Mueller, Jennifer Donn, Roz McFarlane, Michael Bloeth/IT	Dec. 15, 2009	A. Michael Bloeth/IT Ed Mueller, Jennifer Donn, Roz McFarlane B. None anticipated	A. IT Systems & Programming B. Insufficient time	A. Ed Mueller, Jennifer Donn, Roz McFarlane, Michael Bloeth/IT B. Develop, test , implement new report
Step 3: Monitor changes to transcript evaluation volume and backlog; staffing changes as appropriate.	Ed Mueller, Roz McFarlane	Dec. 15, 2010	A. B.	A. College Operating Budget B. Limitations on new positions	A. VPSS, VPABS B. Determining Budget priorities of College
Step 4:			A. B.	A. B.	A. B.
Step 5:			A. B.	A. B.	A. B.
Step 6:			A. B.	A. B.	A. B.
Step 7:			A. B.	A. B.	A. B.

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Step 8:			A. B.	A. B.	A. B.
Step 9:			A. B.	A. B.	A. B.
Step10:			A. B.	A. B.	A. B.

Evidence of Success: *(What evidence will be provided that progress is being made? What are the benchmarks of success?)*

1. Consensus on a more streamlined process; 2. implementation of electronic process.

Assessment Process: *(How will the outcomes of the strategy be measured? What are the specific measures?)*

Daily tracking of number of aid applicants awaiting transcript evaluation and time span for completion.

Progress Report: *(To be completed during the action plan at determined points)*

Date:	Describe Progress:	Barriers to Implementation:	Submitted by:	Current Status:
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red

Green = On schedule

Yellow = Delayed
Red = Very behind schedule