



Evergreen
Valley
College

2007-08 Individual Commitments to Action

Name: OCTAVIO CRUZ

Department: ADMISSIONS AND RECORDS

Initiative

Area of Focus

Student Centered

1. Access

2. Curriculum and Programs

3. Services

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	Support outreach efforts by ensuring a streamlined approach for registration	Increase the number of students participating in EAP program by 50%	6/30/2007
1	Provide on-site registration services to local high schools in our immediate area	Identify four off site registration sites for students to register for classes	6/30/2008
2	Gather waitlist data in order to assist Academic Affairs in schedule planning	30% reduction in the numbers of students on waitlist classes	6/30/2008
2	Refer students to Financial Aid to identify potential eligibility	Increase number of students on Financial Aid via A&R by 10%	6/30/2008
3	Work with Dean of Counseling & Matriculation to implement Early Alert	Reduce the number of students dropping courses each semester by 20%	6/30/2008
3	Explore online portal option aimed at promoting campus wide technology usage.	Increase communication to students by 30%	6/30/2008



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Area of Focus

Community Engagement

- | | |
|----|------------------------------------|
| 1. | Increase Visibility |
| 2. | Develop Strategic Partnerships |
| 3. | Bring the College to the Community |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
3	Identify Community Organizations for appropriate participation	Participate in at least 2 community organizations	6/30/2008
1	Contribute to the goals of the the marketing plan via the Outreach Team	Provide timely and accurate information on Admissions and Records	6/30/2008
2&1	Expand distribution of class schedules (public libraries, community organizations, and local businesses)	Increase the number of schedules in the community by 20%	6/30/2008



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Area of Focus

Organizational Transformation

- | | |
|----|--------------------------------|
| 1. | Build Community |
| 2. | Employee Development |
| 3. | Transparency and Communication |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
2	Develop retreat dates for the Admissions and Records group prior to the start of each new semester to plan and prioritize objectives	Minimum of two retreats scheduled for Fall 2007 and Spring 2008 semesters	6/30/2007
2	Job shadow other areas of students services; financial aid, outreach, counseling	50% participation in job shadow project by A&R staff	6/30/2008
1	Develop mentor program aimed at providing on the job training for advancement	Two A&R staff to participate in mentor program	6/30/2008
1	Implement wellness program for A&R group (Walking program)	100% participation in wellness program from A&R staff	6/30/2008
3	Produce A&R staff meeting minutes for internal distribution	100% of meeting notes posted to intranet server for distribution	6/30/2007