

**2006-07 Annual Operational Unit Plan of
Activities to Increase the Effectiveness of the Student Services Division**

Vol. III, Operational Unit No. 6

Student Services

2006-07 Activities to Increase the Effectiveness of the Student Services Division	Completed	Comments
July 1, 2006 -- June 30, 2007		
Assist with the organization of teams/committees to develop phases/sections of the QEP. [Annual Plan: 1.2(1)]		
Assist with the development/details of the QEP plan to be piloted during Spring/Summer of 2006 and Fall of 2007. [Annual Plan: 1.3(1)]		
Serve as one of the administrators for the assessment of the college's compliance with each Core Requirement, Comprehensive Standard, or Federal Requirement (in the <i>Principles of Accreditation</i>). [Annual Plan: 2.1(2)]		
Chair Retention Committee in evaluating the current Retention Plan and make recommendations for improvement. [Annual Plan: 3.1(1)]		
Assist Retention Committee with research on the best student retention practices in other institutions which might be implemented at Chipola. [Annual Plan: 3.1(2)]		
Assist with efforts to coordinate the Retention Plan with the QEP. [Annual Plan: 3.1(3)]		
Assist with efforts to fully implement web-registration during fall 2006 semester. [Annual Plan: 3.2 (1)]		
Assist with refining on-line fee payments and receipts. [Annual Plan 3.2 (2)]		
Assist with increasing system capacity for students to access and update their student information via the web. [Annual Plan 3.2 (3)]		
Assist with refining web-based, on-line, real-time course browsing. [Annual Plan 3.2 (4)]		
Include instruction in new (online) processes during orientation. [Annual Plan 3.2 (5)]		
Assist with the development of a new course format and syllabus for SLS 1501 during 2006 summer terms. [Annual Plan 3.3 (1)]		
Assist with field testing the new course, text, and format during the Fall 2006 term. [Annual Plan 3.3 (2)]		
Continue to require SLS 1501 for all entering students who take three college-prep/remedial courses. [Annual Plan 3.3 (3)]		
Assist with evaluating results of the field test at the end of the Fall 2006 term and further refine the course for the 2006 Spring term. [Annual Plan 3.3 (4)]		

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Expand the Talent Search program by implementing a new four-year continuation project. [Annual Plan 4.3 (1)}		
Assist Curriculum Committee to ensure uniform publication of assessment results each year by adopting a standard format to reflect the assessment of college-level competencies in the general education core. [Annual Plan 4.4 (6)]		
Continue to update annually all curriculum guides, College Catalog, Student Handbook/Planner, and other program-specific documents to ensure that students have current information. [Annual Plan 5.1 (1)]		
Assist with annual revisions of the safety plan, personnel job descriptions, and other administrative documents. [Annual Plan 5.1 (2)]		
Assist in evaluating and revising as necessary Faculty Handbook, Advising Manual, and other college documents in light of SACS Principles of Accreditation. [Annual Plan 5.1 (3)]		
Assist in implementing and continuing to refine web registration. [Annual Plan 5.3 (1)]		
Continue to assist in revising and publishing appropriate catalog and class schedule for institution.		
Continue to revise and publish advising procedures and student curriculum guides for all degree and certificate programs.		
Evaluate and update outcome measures for the Student Services division and revise the operational unit plan as needed.		
Maintain the role and scope of the Student Services division in the organizational chart and the planning, evaluation, and budget cycle.		
Provide grant writing assistance to the Development and Planning Office as requested.		
Continue to refine the Student Services risk management monitoring plan.		
Continue to promote ethical behavior and support the campus Ethics and Compliance Program.		
Secure funds to continue the New Beginnings/Displaced Homemaker Program.		
Secure funds to continue College Reach Out Program (CROP).		
Engage faculty and staff participation in support of the		

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Partners Program.		
Recognize contributions of Chipola Partners and high school counselors and principals.		
Make recruiting visits to schools in border states – Alabama and Georgia.		
Communicate Talent Search purposes and accomplishments to the College and community.		
Emphasize benefits of attending Chipola to Talent Search participants and parents.		
Review and revise institutional retention plan.		
Assist in revising student surveys.		
Track the number of 3 rd time fee waivers provided to students and the number of successful completions (grade of “C” or higher).		
Track the number and amount of promissory notes by semester and the number repaid.		
Update and publish the Chipola College Handbook/Planner.		
Solicit faculty input for SGA seminars/speakers.		
Continue to monitor student right/responsibilities for updates, corrections, revisions.		
Host campus visits for college/university and military recruiters.		
Complete Level II State Articulation Report.		
Refine process to assist currently enrolled and graduating students seeking part and full-time employment.		
Assist with revision and realignment of BOT policies and IMM’s.		
Serve on Curriculum and Courses of Study Committee.		
Serve on Admissions Committee.		
Serve on Catalog/Class Schedule Committee.		
Serve on Student Appeals/Grievance Committee.		
Serve on Student Disciplinary Committee.		
Serve on Student Residence Hall Committee.		
Serve on Website Advisory Committee.		
Serve on the Marketing and Recruitment Committee.		
Serve on the Student Retention Committee.		
Serve on various State committees as requested.		
Serve as State Chair of Student Life Skills Committee for		

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State Course Numbering System.		
Review SLS 1101 orientation course to incorporate more information on State policies, etc.		
Work with Enrollment Services and IT to develop, implement, and refine online registration and all associated services.		
Review currently department staffing to plan for retirements and re-staffing needs.		
Assist with planning process for SACS re-accreditation process.		
Begin to incorporate results from annual CCSSE results into Student Services Annual Plan.		
Research feasibility of a Foundation scholarship for the Student Ambassador President.		
Review Senior Day activities; consider hosting a hospitality room for bus drivers and chaperones.		
Increase activities surrounding Alcohol Awareness Week.		
Review possibility of combining high school senior leadership conference with Ambassadors and Phi Theta Kappa.		
Refine campus map utilized for disability students.		
Purchase and install software to aid disability students who need additional assistance in the math lab.		
Establish a sign-in station to determine how often the disability testing/tutoring lab is utilized.		
Allow one counselor a flex schedule to allow for evening coverage two nights weekly during fall, spring, and summer I terms.		
Research feasibility of sending professional photo quality brochures via email to area high school counselors/instructors.		
Work with counselors to revamp SLS 1101 course materials.		
Continue Partners Program; seek ways to quickly update information provided to each Partner.		
Explore the development of a proactive advising format for use with students enrolled in college preparatory classes.		