

Bi-Weekly Report Admission Office
Title:

Report Date: September 9, 2016

2016 Week of: 8/29-9/03

Week of: 9/05-9/09

TOTALS: 8/29-9/09

IN-PROGRESS and ON-GOING ACTIVITIES:

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New Admission Application(s) = 04

New Admission Application =04

New Admission Applications FA' 2016 =08

Transfer = 00

Transfer =00

(TED students)

Returning = 00

Returning =00

Early Admission = 00

Early Admission =00

Transfer = **00**

Other =

Returning = **00**

(advising, inquiries, etc.) =

Other:

Early Admission = **00**

Other: FALL 2016 Applications (TED) = 08

TOTAL (# of clients/visitors) = 31

OTHER ACTIVITIES COMPLETED THIS

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OTHER ACTIVITIES COMPLETED THIS

WEEK:

WEEK:

WEEK:

Transfer Credit Evaluation (complete) =05

Transfer Credit Evaluation =00 (complete)

Transfer Credit Evaluation = **00 complete**

Unscheduled Placement Testing =00

Scholastic Tests (SAT) received =00

Unscheduled Placement Tests = 00

Scholastic Tests (SAT) received =00

Scholastic Tests (SAT) received = 00

MEETING: (0)

MEETING: (1) Inter-departmental: FA'16 Open House

MEETING(S): (0)

(2) Director of Counseling:FA'16 Open House

TRAINING: (0)

TRAINING: (0)

TRAINING(S): 0)

Other:

Other cont'd:

Next 2 Weeks Activities:

Preparations for Fall 2016 Open House:

A total of 221 students attended the Fall 2016 Open House which featured faculty/staff representatives from various program/departments and services information on what their services are about inclusive of what they offer.

-Continue with Transfer Credit Evaluations;

-Planning

-Tally FA'2016 Open House Evaluation;

-Student Passport Sheet

-Staff Member temporarily overseeing SGA activities (continue 'til 9/16/16);

-Evaluation

Transferred Positions: Job Descriptions, HRO review

- Review and make changes to :SOP's, Student Handbook for Accreditation Report;

-Contacts

For Personnel Action Request.

Staff: Follow-up on college faculty & staff participation;

Staff: 411 Newsletter; Open House Flyers;

Staff: -Review Admission Applications
(PERC) for missing documentations;
Assigned Advisors;

**Bi-Weekly Plan for
Previous Week:**

Challenges: Meeting timelines stemming from late submission of staff reports;

Recommendations: Additional in-service training on Soft Skills for staff especially on initiative and ability to work productively;

Bi-Weekly Plan for -Continue with Transfer Credit Evaluations;

Upcoming Week:

-Tally FA'2016 Open House Evaluation;

-Staff Member temporarily overseeing SGA activities (continue 'til 9/16/16);

- Review and make changes to :SOP's, Student Handbook for Accreditation Report;

- **Staff Project: 2016 Applications Review (Summer and Fall)**

Start: 10/1/2015

End: 9/30/2016

Progress:

Providing Department: Admissions

Responsible Roles: No Roles Selected

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