

UNIT REPORT

Admissions, Undergraduate
SACSCOC REPORT

Admissions, Undergraduate

Admissions And Recruitment

Goal Description:

To provide affordable, quality education to a diverse population by recruiting and enrolling qualified freshman, transfer, adult learners and graduate students for admission.

RELATED ITEMS

RELATED ITEM LEVEL 1

Increase Administrative Support

Performance Objective Description:

Review and prioritize duties of administrative to assist with admissions applications, manage travel documents, departmental budget and student staff supervision in order to reduce application processing time.

RELATED ITEM LEVEL 2

Hiring Of Additional Staff

KPI Description:

UG Admissions will hire additional support staff. Administrative staff will divide responsibilities and one will provide customer service support while a second staff member will provided processing assistance to anaylst and the third staff member will assist with admissions counselors, management of travel and budgeting.

Results Description:

Admissions Processing and Communication

Goal Description:

Enhance customer service and admissions experience to prospective students, applicants and families while also meeting enrollment and university goals.

RELATED ITEMS

RELATED ITEM LEVEL 1

Reorganization

Performance Objective Description:

Increase efficiency, communication and support for both undergraduate and graduate admissions areas.

RELATED ITEM LEVEL 2

MillerCook And Associates Audit

KPI Description:

Hire a consultant (advised by EM division - MillerCook and Associates) to review the admissions processes, processing times and overall office deficiencies.

Results Description:

The Office of Undergraduate and Graduate Admissions underwent an audit of office process, staff, and work responsibility. MillerCook and Associates reviewed the admissions processes, processing times and overall office deficiencies. They scheduled one-on-one interviews with all full time staff members including UG Admission, Graduate Admissions and Enrollment Managment Communications.

Transfer And High School Counselors

Goal Description:

To provide an open and clear link from the University Admissions Office to Transfer and High School Counselors across the state of Texas.

RELATED ITEMS

RELATED ITEM LEVEL 1

Improve Relationships With Counselors

Performance Objective Description:

Host a high school and college counselor conference, both on-campus and potentially off-campus, to inform key stakeholders on the changes happening at Sam Houston State University. Relay information through a series of information sessions, meet-and-greets, social activities, and standard group presentations.

RELATED ITEM LEVEL 2

Annual Counselor Conference

KPI Description:

Undergraduate Admissions will host a Counselor Conference with a goal of at least 80 counselors in attendance. Counselors will learn about admission requirements, legislative changes that may affect admissions or financial aid, scholarships, student success initiatives, money management skills, and career/internship placement. A tour of the Sam Houston campus and other facilities will also be included as part of this conference.

Results Description:

Due departmental reorganization and staff changes, admissions was unable to host a counselor conference in 2016. Staff members utilized ongoing (established) recruitment efforts within major cities in Texas to provide information to high school and college counselors.