
Campus Solutions has created a need to change many business processes districtwide. Currently, there are a total of eight evaluators at the District office. The evaluators are responsible for:

District Support

1. Processing all Graduation Applications - about 5,000/annually
2. Reviewing and processing the Modification of Graduation Requirements form - about 2,000/annually
3. Processing the Transcript Evaluation form (used for the comprehensive education plan) - over 8,000/annually
4. Processing a variety of petitions (non-traditional credit, credit by exam, transcript waiver...) – about 1,500/annually
5. Verifying all CSU ADT e-verification students – about 1,800 for 2019-20
6. Assisting counselors, students, faculty and staff via phone and email
7. Reviewing and updating the College Catalogs annually
8. Serving on a variety of committees (Curriculum, Academic Review, Catalog, District Articulation Council)

Administrative Support

9. Updating and configuration for **all** education plans annually with new catalog (typically four weeks; seven weeks in Campus Solutions)
10. Reviewing and processing **all** Petitions for adjustment to academic record (academic renewal, etc.)
11. Troubleshooting and testing all production errors for Academic Advising in Campus Solutions
12. Assisting with the review and analysis for upgrades to Campus Solutions Academic Advising
13. Designing, developing, and testing the automation of incoming transcripts for articulation
14. Designing, developing, testing and training for any modification/s to the Campus Solutions Academic Advising module.

The volume of work for the evaluators has increased steadily since the implementation of the Student Success and Support Program (SSSP). As part of the implementation, SDCCD requires students to

meet with a counselor to develop a comprehensive education plan in order to receive a priority registration appointment. In order to complete a comprehensive educational plan, counselors require all transcripts to be articulated which is only done by an evaluator. Campus Solutions has magnified the issue since the course to course articulation must now be done on 7 pages rather than one, significantly increasing the data entry time.

Modify the Registration Appointment Process

Title 5, section 58108 (e) states “To the extent districts have the capacity and resources to require orientation, assessment, and education plans for continuing students, districts may establish orientation, assessment and education plans or any combination thereof as a condition for registration priority.”

Other than the special populations identified in section (d) (1-5), students with over 100 units or those not in good standing, modify the enrollment priority assignment process to use a different method, exclusive of the comprehensive education plan.

Anecdotal evidence suggests that a large number of students only schedule counseling appointments for a comprehensive education plan as a means to receive a priority appointment. Prior to SSSP, registration priority was based on student enrollment status (new, continuing, and returning) within unit completion brackets which included transfer coursework. Other data such as grade point average, units completed only at SDCCD, an abbreviated educational plan could be used for a priority system.

Modify the Transcript Evaluation Form Process

Change the Transcript Evaluation process back to the previous process of the transfer coursework being entered into the system at the time the form is received in the evaluations or counseling office. The change to the process would ensure that all transcripts are received at the time the form is completed by the student. Currently, the form is received on campus and sent to the District office or held on campus prior to all transcripts being received; this is causing delays in the process and confusing the students.

Determine a “priority” system or deadline dates for the Transcript Evaluation form to be submitted and processed.

For example:

- Students receiving federal Financial Aid or Veteran’s Benefits are required to have a comprehensive education plan within one year and should submit the Transcript Evaluation form in their first semester.

- Students applying to special programs such as Radiologic Technology, Nursing, or other, which has deadlines, should submit the Transcript Evaluation form one year prior to the program Application submission deadline.
- Students planning to transfer with an Associate Degree for Transfer (ADT) should submit the Transcript Evaluation form one year in advance of their estimated transfer semester.

Transcript Automation

There is a five-year project to automate incoming transcripts. That is, transcripts would be received electronically and the articulation currently done by the evaluators would be equated automatically by the system.

It is estimated that this project will take five years before a large number of coursework from other institutions has been equated in Campus Solutions. The Region 10 colleges will be equated first, followed by the highest volume feeder institutions. There will be a gradual increase in the ability of the system to automatically equate coursework (Transcript Evaluation). The process will still require human intervention but the majority of courses could be processed at the time of receipt which would reduce the wait time for students to meet with a counselor to develop an education plan or evaluator to complete the Graduation Evaluation.

Bachelor Student Requisites

Each semester the Bachelor degree program administrator sends a list of students accepted into the Bachelor degree program to the evaluators to confirm the following:

1. Prerequisite's for Upper Division Courses Completed
2. CSU or IGETC General Education courses needed to complete for degree.
3. HEIT GPA and Cumulative GPA

It is recommended that the Mesa College Special Admissions staff and the counselor provide this support to the Bachelor's degree program.