

# INSTITUTIONAL ASSESSMENT REPORT

## *STUDENT DEVELOPMENT / 2024*

### **Department's Relationship to the College Mission and Strategic Plan**

*(completed Spring semester or on accreditation cycle)*

*In a paragraph or two, discuss how the department's work carries out the Mission and Strategic Plan.*

The Office of Student Development supports the mission, vision, and values of Jefferson College by establishing high-quality learning environments that infuse a spirit of civic engagement. The Student Development Coordinator provides opportunities for leadership, service, engagement, and involvement. These opportunities empower students to gain experience and connections to successfully achieve their educational goals.

The Office of Student Development strives to implement action items to support the [Strategic Plan](#); specifically goals associated with Strategic Priority 1: Student Success and goals 1 and 2 for Strategic Priority 4: Community Engagement.

### **Summary of Departmental Activities, Assessment and Use of Results**

*(completed Spring semester or on accreditation cycle)*

*(may include process flowchart)*

*Provide a brief overview of major accomplishments since the last review and how assessment results have been used to improve services/learning outcomes.*

Since the last review in 2008, the Office of Student Activities has undergone multiple name changes, including the Office of Student Leadership to the current title of Office of Student Development. After the departure of the Director in the early 2000s, the department was restructured with the remaining position (an Administrative Assistant) being reworked into a Coordinator role that reported to the Director of Advising and Retention. This was the model in place during the last IA, as well as the model that is still in place today.

Since the early 2000s, there have been three different employees serving in the role of Coordinator. In December of 2016, the employee in the Student Leadership Coordinator role resigned. Due to challenges with filling the position as well as budgetary constraints, the full-time position was put on hold temporarily with key roles performed by other staff members. While the Office was on hiatus, a part-time temporary position (staffed by the retired Associate Vice President of Student Services) provided students the opportunity to be involved in Student Senate and various clubs on campus. In addition, the Student Orientation Sessions (SOS) for new

students were revamped and then managed by a small task force led by an Enrollment Services Specialist to continue implementation.

In June of 2019, the position was re-established and a new full-time Coordinator of Student Development was hired. The Coordinator started the process of rebuilding this position and the Student Senate. There are six general areas of responsibility for the Coordinator position:

1. Advise Student Senate to include assisting Senators with planning and facilitating events to gather campus-wide student feedback/input.
2. Provide guidance and support to Club Advisors to help facilitate active, involved club opportunities for students.
3. Coordinate orientation sessions for new students to include collaboration with the First Year Experience Coordinator and assessment of Viking Ready Orientations (previously named Student Orientation Sessions).
4. Plan, organize, and coordinate various student and community programs, events, and activities to engage students and community members.
5. Support the compliance of all College policies, procedures, and guidelines, to include the annual preparation of the Student Handbook.
6. Monitor the various budgets associated with the Office of Student Development.

#### Advise Student Senate

In Fall 2019, Student Senate was reintroduced to the campus with a fresh website and a fresh [flyer](#). The Senate emphasizes a wide array of programs including community service projects and activities for the student body. In addition, Student Senate Officers are invited to participate in leadership training and events.

Student Senators have the opportunity to participate in the MCCA Student Leadership Institute, when available. In Fall 2023, four Senators attended the Institute at the State Capitol. They were able to participate in leadership training, network with fellow student leaders, and visit with state legislators. Senators also have the opportunity to participate in the Governor's Leadership Forum. This setting allows for students to meet with leaders in government and business to discuss true servant leadership. These opportunities are also presented to club officers of various clubs, when available. Student Senators are invited to present information about these leadership events to Board members.

The Student Senate holds an annual Toy Drive each November through December to collect toys for children of all ages in the community. Approximately 200-300 toys are collected each year and donated to the Hillsboro Food Pantry for distribution. The toys allow for area parents to be able to provide Christmas gifts for their children.

Members of the Student Senate are encouraged to participate in institutional committees, subcommittees, and task forces in order to represent the student voice on campus. This is a primary manner that allows the Student Senate to have direct input.

Student Senate input is heard. During the [Student Senate meeting](#) in September 2023, a suggestion was made to ask the Communication Task Force to provide input regarding Jefferson

College announcements. Rather than no emails sent to students regarding events, a recommendation was made to consider sending one email per week with the week's events listed. The Student Development Coordinator provided this suggestion to the Task Force, which in turn presented it to Cabinet for consideration. A decision was made to send regular emails reminding staff and students to check their Announcements in MyJeffco.

#### Provided Guidance and Support to Club Advisors

The number of student clubs varies from year to year, depending on student interest and involvement. However, there are typically a minimum of twelve clubs active each year. These include: Aspiring Educators (formerly SMNEA), Black Student Union, Conservation Club, Dungeons & Dragons, JC Writing Club, JC Navigators, Legion of Gamers, LGBTQ+, Multicultural Club, National Association for Music Education (NAfME), Student Nurse Club, Phi Theta Kappa, National Society of Leadership and Success, Rad Tech, and Student Senate.

In 2019, a Student Club Interest Form was added to the Campus Life webpage to allow students the ability to inquire about a specific club of interest. Interest Forms are provided to the various Club Advisors so that they can connect with the students who are interested in their clubs. This allows students to easily reach out to a specific club in an effort to help increase awareness and growth of clubs. This form and process are currently not assessed to determine if it results in increased club interest or involvement.

Training is scheduled for Club Advisors once a year during employee welcome week in August. Student Club Officers receive one training in September and another one in January or February. Club Advisor training focuses on reviewing the responsibilities, guidelines, and changes that occur. These meetings are essential to update veteran club advisors of new procedures, as well as to train new club advisors. Club Officer training focuses on helping students be prepared to run an effective meeting. Additionally, club responsibilities and important club involvement dates are reviewed. A Club Officer Shared Drive was created that contains training videos, important information, and surveys on what Club Officers need to be a successful leader for their club or organization.

The Student Development Coordinator requested a Club Advisor button be added on the Employee Tab so that any Club Advisor can easily access all needed materials. Club budgets and electronic transfer of documents are available for efficiency and convenience. A [Resource Guide](#) is provided that includes policies and procedures for student clubs and organizations. Club Advisors have provided positive feedback on the easy access of information and processes established.

In Spring 2022, the Office of Student Development initiated the National Society of Leadership and Success (NSLS) honor society. This organization is by invitation only to those students taking at least six (6) credit hours and have a 2.75-3.49 GPA. Once the membership fee is paid, there are five (5) steps to becoming a fully inducted member. Leadership Training Day and Success Networking Teams are two of the steps. Students have indicated that these steps have helped them to come out of their shell in order to make and reach their goals. Since introduction, approximately 405 students have become members, and 104 students have reached full induction as of Spring 2023.

Student clubs are recognized for the work completed throughout the school year. This was previously referred to as Club Awards Night. However, based on input received from Club Advisors, in 2022, the event was changed to Student Club Celebration Night. Each club showcases highlights of meetings, service projects, social interaction, and learning experiences.

Budget requests are being streamlined in order to allow Club Advisors and Officers more availability to club budgets earlier in the academic year. This allows for planning events and activities.

Club Advisors are continually asked for feedback and are encouraged to list suggestions that increase student participation. The [mid-year](#) and [end of year](#) survey feedback for 2022-2023 indicates slight improvement in student participation and recommendations for continued opportunities for students to be engaged on campus.

#### Coordinate Orientation Sessions

The Office of Student Development is responsible for coordination of new student orientations. Prior to 2021, these orientations were called Student Orientation Sessions (SOS). In Spring of 2021, the Student Learning & Support Committee petitioned for the name change of the orientations based on a recommendation of the SOS Task Force, which fell under the First Year Experience Subcommittee. Permission was received to change orientations from Student Orientation Session (SOS) to Viking Ready Orientation (VRO) effective Fall 2021.

A Task Force, chaired by the Student Development Coordinator, is charged to assess and facilitate orientations each semester. These orientations are designed to prepare students for the first week of classes. In-person and online options are available. Information covered in [Viking Ready Orientations](#) includes:

- What students need to be prepared for the first day of class
- What resources are available on campus and online
- How to identify specific resources needed for success
- How to access MyJeffco resources
- How to use basic functions of Canvas

Orientation revisions are made based on student and facilitator feedback. More information regarding assessment of Viking Ready Orientations is covered in the next section.

#### Student and Community Programs

The Student Development Coordinator serves on the Task Force charged with planning [Welcome Week](#) and Finals Week activities. This Task Force plans and implements events to help students feel a sense of belonging and connection. This includes providing fun, relaxing, and educational offerings for students. Examples of events include therapy dogs to pet, free food, contests, chair massages, fun food trucks, giveaways, and study tips.

The annual Club Spirit & Resource Day is coordinated by the Student Development Coordinator and the Coordinator of Retention. This event typically happens around the third week of the fall semester and is the premiere recruitment event for all Student Clubs/Organizations. Approval was received to make this event bigger with the addition of outside entertainment and free food

trucks. In addition to showcasing the student clubs and organizations available for students to get involved and the resources available to support students, the event also seeks to treat students to a fun, “welcome to campus” environment. This is a popular and well-attended event, with consistent attendance of approximately 300 students.

The first-ever Student Health & Wellness Expo was a new event added in fall of 2023. The tagline was “Get Strong and Belong, for mind, body, and soul.” The goal was to have several on-campus and community partners on the central lawn to provide ways and information for students to have a sense of belonging. Physical, mental, and spiritual help were included. There were also options to learn about a new hobby or volunteer opportunity. Over 250 students attended, and the general feedback was positive. One student was quoted saying, “I am so glad that I go to a school that does this kind of thing.”

The Student Development Office, along with funding assistance from the Jefferson College Foundation, facilitates an Adopt-a-Family (AAF) program each year. This program provides help for the holidays for students in need. Nominations for AAF students are taken from faculty and staff. Students who are nominated are asked if they would like to participate and then to supply a wish list for themselves and their immediate family. Each Student Club/Organization and a few other departments “adopt” the student and their families and shop and wrap many gifts for them. The students pick up these gifts at finals time. All names are kept confidential. The students express sincere appreciation; many get very emotional with happiness at the generosity shown.

The Student Development Coordinator transitioned the annual Shocktober Event to a Community Trunk or Treat. Each year, the event continues to grow. Although it is difficult to track the number of people attending, an effort is made to count attendance. Additionally, due to the size of the event and safety concerns, parking space for trunk or treat participants expanded. Due to the large number of people attending, shuttles are now needed to assist with transporting community members to and from the event. In 2019, approximately 300-500 community members attended. In 2020, the event was canceled due to the pandemic. In 2021, approximately 1,000 people attended. In 2022, more than 1,200 community members attended. In 2023, it is estimated that approximately 2,000 community members attended. This is the most significant community event hosted on campus. There are usually at least 20+ trunks with games, candy, and prizes. In addition, food trucks, hayrides, and a petting zoo are available.

More student events occur throughout the year. Student and community veterans are recognized each year, the Constitution is celebrated using educational learning materials, and student appreciation opportunities are implemented, as the budget allows.

#### Support the Compliance of All College Policies, Procedures, and Guidelines

The Office of Student Development oversees the updating of the Student Handbook each summer for the upcoming academic year. This is a large undertaking that spans the entire campus. In 2023, a small Task Force was developed to help with the editing process.

The Stall Street Journal is a publication hung in the restroom stalls that provides monthly information regarding events and activities happening on campus. Oversight of the publication is

a collaborative effort between the Coordinator of Student Development and a graphic designer to ensure relevant and consistent information.

### Other Duties

Additional responsibilities that fall under the Office of Student Development include:

- The Coordinator of Student Development is the Subcommittee Chair of the Vikings' Vault Student Food Pantry, which ensures the oversight of the food deliveries from local community partners, as well as the food pantry. The Chair is responsible for facilitating meetings, agendas, and the action plans for the Subcommittee. The Chair is also responsible for approving all grocery orders, requesting fund transfers from the Foundation to the Business Office, collecting and relaying data, assisting the Vault Assistant as needed, and staying in contact with all current local donors, which may also include soliciting new donors with the assistance of the Foundation Department.
- The coordination of the What's Up Calendar, which ensures that all events are listed on a Google Calendar for review by anyone with a MyJeffco account;
- The coordination of Golf Carts, which ensures availability of golf carts for various events or needs on campus; and
- The Coordinator has recently been selected to Co-Chair the Community Garden Subcommittee. The Community Garden was brought forth as a grant opportunity through the MU Extension in Hillsboro. The idea is for Jefferson College to start this garden with students and staff growing fresh food for the Vikings' Vault student food pantry. This garden can have many other uses as well, such as incorporating Jefferson College coursework and MU Extension classes. This project is in the early stages of inception. So far, a location on the Farm Road has been allocated, and a shed and many tools have been purchased with grant money. A small greenhouse is scheduled to be added.

## **Internal and External Data Collection and Analysis**

*(completed by Fall semester or on accreditation cycle)*

*Gather and analyze relevant internal and external data (link to data).*

As previously indicated, the number of student clubs varies from year to year, depending on student interest and involvement. Additionally, the number of students involved in each club varies year to year.

### Student Senate and Clubs/Organizations

Student Senate, as with other clubs, varies in membership year to year. In 2021-22, there were seven (7) active Senators; in 2022-23, there were seven (7) active members; and in 2023-24, there were four (4) active Senators through the fall 2023 semester. Additional students have expressed interest and may join in Spring 2024.

In 2021-22, there were 12 active clubs; in 2022-23, there were 13 active clubs; and in 2023-24, there were 14 active clubs. To be defined as active, the Club Advisor typically seeks a club budget for the academic year. Additionally, to be compensated as a Club Advisor, expectations and responsibilities of a Student Club/Organization Advisor are provided, as follows:

1. To work with students to help them understand the role clubs/organizations play in the overall vision of the Student Development Office and Jefferson College.
2. To coordinate student efforts in participating and facilitating club/organization activities.
3. To provide guidance and support to students directing their organizations.
4. To assist students in accepting and delegating responsibilities.
5. To attend all organization meetings and events.
6. To supervise the budget, including purchases and fundraising efforts within the guidelines established by the Student Development Office and Jefferson College.
7. To update the Student Development Office with information about program planning, budget activities, and other issues within the club/organization.
8. To assist in complying with all campus policies, procedures, and guidelines, including the processes within the [Resource Guide](#).
9. To work toward meeting the [Best Practices](#) published within the guide.
10. To submit Clery crime information as requested by Federal regulations.
11. To participate in any training required by the College.

All club officers are [provided training](#) during the fall of each year to gain leadership skills, as well as training on how to conduct meetings. The co-curricular student learning competency of Leadership is assessed annually utilizing a pre- and post-training survey with club officers. These surveys focus specifically on how to conduct meetings. The survey asks questions to determine how equipped the student officer feels running a meeting. Below are pre- and post-surveys implemented in fall of 2023.

[Club Officer Pre-Training Survey](#)- Before the training, Club Officers will take this brief survey to assess their knowledge prior to training.

[Club Officer Post-Training Survey](#)- After the training, they will then take the post survey to see if they feel more equipped and knowledgeable.

Club Officers are also surveyed to determine what information they would like included in training, and revisions are made based on feedback received. For example, students surveyed asked for de-escalation training for possible conflicts; therefore, it was included in the training.

#### Viking Ready Orientations (VRO)

One of the primary assessments of orientations for new students is based on student feedback from a survey incorporated into the technology component of the program. From 2013-2016, the orientation was divided into two general areas: Resources and Technology. Students were asked to rate each area separately. Survey results varied year to year, but typically the technology section of the program tended to obtain more positive ratings than the resources section.

From 2017 through 2021, orientations were not assessed on a consistent basis due to the lack of a full-time Coordinator of Student Development and the transition of a new Coordinator being hired in 2019.

In Fall of 2021 a VRO Task Force was created to evaluate student and presenter feedback and make modifications to the orientation programs, as needed. For Fall 2022 VRO sessions, changes implemented included shortening the PowerPoint presentation, moving the location of the orientations to the Library, and offering both live and virtual tour options for students.

Fall of 2022 saw the return of consistent collection of student feedback on satisfaction and helpfulness of the orientation after each fall/spring session. Below are the most recent survey results. Survey completion is incorporated into a Canvas activity to obtain as much feedback as possible.

#### [VRO Survey Results 22-23](#)

#### [VRO Survey Results Spring 23](#)

#### [VRO Survey Results Fall 23](#)

Survey results indicate positive feedback, with rankings of 5 on a 5 point scale in the upper 60 percentile of helpfulness.

Since 2014, another method used to assess orientations for new students is through the Noel Levitz Student Satisfaction Inventory (NLSSI) that is facilitated every other year, with an extension applied in spring of 2020 until the following spring. A campus specific question is included to obtain feedback from students. Students are asked about importance and satisfaction for the statement: “The Student Orientation Session (updated to Viking Ready Orientation for the 2023 Inventory) helped prepare me for the first day of class.” The statement consistently ranks low in satisfaction, as well as low on importance.



In 2023, the VRO statement generated a satisfaction rating of 60%, as well as an importance rating of 60%. These were the lowest scores of satisfaction and importance for overall Inventory results.

In 2021, the SOS statement generated a satisfaction rating of 56%, and an importance rating of 65%. Both ratings were near the bottom of each respective category.

In 2018, 2016, and 2014, the Noel Levitz Student Satisfaction Inventory results were provided in a different format. In all results, the importance of orientations was ranked low; however, assessing satisfaction is somewhat difficult to ascertain as the raw numbers do not really provide guidance on student feedback.

Orientation sessions are not mandated; therefore, students completing the Inventory may or may not have participated in an orientation. The orientation is included on the student's schedule to underline the importance of attending; however, not all students attend. It is currently not possible to know if the students responding to the Inventory attended a VRO session or not. Beginning in Fall 2022, attendance taking began to track students attending in-person sessions.

Fall 2022 and Spring 2023 student attendance was recorded on an Excel spreadsheet to allow the Data Analyst the ability to upload the information into FAST to query various data points in an effort to determine student success and persistence of those students attending a VRO. A combination of COL grade and grade point average following the term participating in a VRO was used to track the possible impact a VRO may have on first semester success.

In addition, data was gathered to determine if the student persisted the following semester of VRO attendance.

#### [VRO Student Persistence Fall 2022\\_Spring 2023](#)

In Fall 2023, student participation began to be captured in Canvas. This allows for a consistent process to track students who attend, as well as comparing similar data of those students who did not attend. Online orientation participation vs. in-person participation can also be examined.

In addition to obtaining student satisfaction feedback regarding the orientation, co-curricular learning of Canvas is also incorporated in each orientation. The co-curricular assessment cycle IV - Higher Order Thinking assessed the following: "As a result of attending a VRO (Viking Ready Orientation) students will demonstrate basic Canvas knowledge." Within each VRO, students are shown a video that reviews the overall functionality of Canvas. Students are then asked to complete a practice discussion exercise, assignment to upload, and quiz to complete. Based on assessment results, a more specific question was created to include on the survey to ask students "if the Canvas piece of the course has equipped the student to start classes and feel comfortable with Canvas."

### Student and Community Events

As previously indicated, capturing participation among students and community members is challenging. The Trunk or Treat fall event can see evidence of greater numbers based on the growth of the program and parking availability. However, there are currently no opportunities available for students or community members to give feedback regarding events held on campus. Survey input, including QR code scans, can provide the means to obtain some feedback and can be implemented in future events.

Currently, the Student Development Coordinator uses the total count for either free food tickets given out or the food cost totals to determine how many students may have attended an event. The new Vikings Join scanner initiative implemented through the Persistence/Retention Subcommittee will be implemented in Spring 2024 in an effort to capture student attendance and participation in events on campus. This initiative will be available to many departments across campus to allow students to scan their student ID thus capturing event attendance. It is anticipated that students attending events are participating in and engaging in said event. Further assessment of this initiative will need to be completed. Additionally, discussion should occur on the correlation connecting student attendance at on-campus events to persistence/retention.

## Annual Cost per FTE and Trend Analyses

*(completed by Fall semester)*

*Provide cost per FTE and analyze for the period being evaluated.*

The Coordinator of Student Development is responsible for overseeing and managing multiple budgets to facilitate the varied duties of the position. The following budgets are included from 2023, and the links include a breakdown of expenses and graphs.

- The Office of Student Development ([ORG 71101](#))
  - This budget includes expenses directly related to the department, including Club Advisor stipends and Regular Student Salaries.
- Student Organizations ([ORG 71121](#))
  - This budget is used to fund the needs associated with all clubs and organizations.
- Program Council ([ORG 71119](#))
  - This budget is used for activities facilitated by the Office of Student Development that impacts all students, not only those involved in clubs and organizations.

Fiscal Year	Operating Expenditures for Student Development	Unduplicated Headcount/Fall	Expenditures per Student
2019-2020	\$34,475.00	4,196	\$8.22
2020-2021	\$81,826.00	3,740	\$21.88
2021-2022	\$73,615.00	3,680	\$20.00
2022-2023	\$82,671.00	3,626	\$22.80

In addition to tracking budgets relative to Student Development, the Coordinator tracks costs associated with each event.

These are student event costs for the past four (4) years.

Fiscal Year	Operating Expenditures for Student Events	Unduplicated Headcount	Expenditures per Student
2019-2020	\$7,335.39	4,196	\$1.74
2020-2021	\$4,682.82	3,740	\$1.25
2021-2022	\$8,014.08	3,680	\$2.18
2022-2023	\$9,650.75	3,626	\$2.66

**SWOT Analysis**  
(completed by Fall semester)

*Using the data collected and analyzed, complete a SWOT analysis. Reference and link data for each.*

*Student Development's SWOT analysis was conducted in-person by VRO, Club Advisor, and Club Officer surveys, and the Student Development Coordinator and Director of Enrollment and Retention.*

<p style="text-align: center;"><b>Internal Strengths</b></p> <p>Support across Campus</p> <p>Engaged Senate Group</p> <p>Organized/streamlined club advisor processes</p> <p>Great Community and Student Events with strong participation</p> <p>Annual events that celebrate and recognize student clubs and organizations</p>	<p style="text-align: center;"><b>Internal Weaknesses</b></p> <p>Limited Budget</p> <p>Limited Staff</p> <p>Limited Assessment</p> <p>Club advisor turnover in certain clubs/organizations</p> <p>Student awareness of clubs and organizations</p>
<p style="text-align: center;"><b>Opportunities</b></p> <p>Expand student leader participation in the MCCA Student Leadership Institute</p> <p>Develop measures to assess student satisfaction and engagement of members</p> <p>Continue to review and assess the VROs to assess student success</p> <p>Combine Student Development orgs into one to streamline the budgeting process</p> <p>Assess Student Development staffing and budget models at other community colleges</p> <p>Increase awareness of student engagement opportunities on campus through digital signage and possibly texting bots</p>	<p style="text-align: center;"><b>External Threats</b></p> <p>Costs for vendors, supplies, etc.</p> <p>Students' commitment level</p> <p>Other community college's clubs and organization programs or events may sway students to their institutions</p> <p>Commuter students with other obligations</p>

**External Accreditation (if applicable)**  
*Link to accreditation report.*

N/A

**INSTITUTIONAL ACTION PLANS for *Student Development* / 2024**

Instl or Dept	Org Code	Priority	Goal	Action Plan Description	Indicators	Addl Res ?	Amount	Type	One Time Expense	Annual Expense	Funding Source	FY Compl	Status	Responsible Party	Submitted by
Instl	71101	Student Success	Goal 4	Implement either an app and/or digital display monitors around campus. Both of these items would display event announcements. The monitors would replace flyers and bulletin boards. The app would replace emails and texts.	Applying for a capital project request										
Instl	71101	Operational Excellence	Goal 1	Combine the various Student Development orgs into one org to streamline the budgeting process.	Working with the Business Office for best practices										

**DEPARTMENTAL ACTION PLANS for *Student Development*/ 2024**

Instl or Dept	Org Code	Priority	Goal	Action Plan Description	Indicators	Addl Res ?	Amount	Type	One Time Expense	Annual Expense	Funding Source	FY Compl	Status	Responsible Party	Submitted by
Dept	71121	Community Engagement	Goal 1	Expand student leader participation in the MCCA Student Leadership Institute.	Invite more than Student Senate									NSLS Advisor	Brandi Gallaway
Dept	71121	Student Success	Goal 1	Increase student membership in the Student Senate by 10%.	Using peer visits to specific classrooms such as Political Science									SDC	Brandi Gallaway
Dept	71101	Student Success	Goals 1 & 2	Increase student participation, maintain student success, and increase satisfaction for Viking Ready Orientations (VRO).	Assessing VRO student surveys each semester									SDC	Brandi Gallaway
Dept	71101	Student Success	Goal 1	Implement methods to assess student and community input at student and community events.	Possibly working with Vikings Join initiative										

## Evaluation



Meets Expectations

*Comments:*



Requires Attention and Submission of a Follow-Up Report

*Comments:*



Does Not Meet Expectations and Requires Submission of a Follow-Up Report

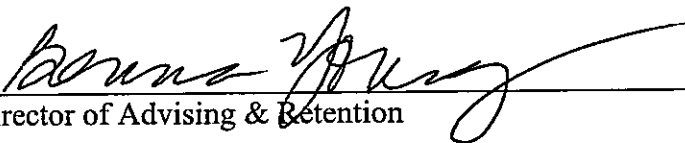
*Comments:*

Follow-up report required by: .


*Comments:*

(Date)

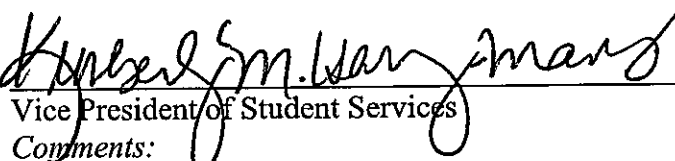
## Approvals

  
\_\_\_\_\_  
Director of Advising & Retention  
*Comments:*

6-25-25  
Date

  
\_\_\_\_\_  
Senior Director of Enrollment Management  
*Comments:*

6-25-25  
Date

  
\_\_\_\_\_  
Vice President of Student Services  
*Comments:*

6/25/2025  
Date