

## UNIT REVIEW CHECKLIST

Unit name: District Office Admissions

Reviewer: Dean Wallace

	Responsive to the Component	Evidence	Analysis: Explanation/ Rationale of Assertions Supported by Evidence	Overall Judgment	Comments
1. What does the unit do?	4			3	Each element addressed, analyzed and documented. The Unit's relationship to the College, its purpose and services it provides are all explained in detail. Regulatory standards are presented in table format.
2. What is the unit's relationship to the college mission & strategic plan?	4	3	3	3	Each element addressed, analyzed and documented. Aspects of the College's mission and strategic plan are correlated to the unit's activities and goals. Evidence of improved efficiency, data security, and identification of fraudulent applications are discussed. Admissions Director, Nicholas Medina's presentation at the Texas Association of Collegiate Registrars and Admissions Officers Annual Conference in San Marcos (November, 2024), shows high level involvement with professional organizations.  TYPO: Main Report Page 5: II.A. Line 6 – Missing word or comma after 307,319.
3. Why are the unit processes done?	4	3	3	3	Each element addressed, analyzed and documented. The Unit's interconnectedness with other departments, i.e., Academic Affairs, Registrar, Student Records, and Institutional Research, is fully discussed. Improvements noted: more automation to reduce manual steps in the registration/acceptance process; elimination of

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					<p>duplicative processes; and improved transparency.</p> <p>4The unit is critical to the mission of the College.</p> <p>W4ithout the services provided by the unit, “...students would not exist at the institution.”</p> <p>Evidentiary tables provided.</p>
4. How does the unit impact student outcomes?	4	3	3	3	<p>Each element addressed, analyzed and documented. The Unit encourages students to continue the application process by streamlining the process and removing barriers that may cause frustration and result in a student giving up on the process. Overall satisfaction with the Unit has steadily increased since 2016. The Unit compares its practices with other colleges around Texas to look for further improvements. Evidentiary table provided.</p> <p>TYPO: Main Report Page 26: IV.C. Line 2 – 25% “INCREASE” – Missing word.</p>
5. How effectively does the unit communicate?	4	3	3	3	<p>Each element addressed, analyzed and documented. Improved intra-Unit communication procedures. Streamlined the Unit’s website. Better student experience will directly impact the College’s ability to generate tuition revenue. Continual evaluation of the Unit’s operations. Looking for procedural improvements and better service for students. Evidentiary tables provided.</p>
6. Does the unit build and leverage partnerships?	4	3	3	3	<p>Each element addressed, analyzed and documented. Many internal and external partnerships and resource providers impact on the Unit’s operations. A table of stakeholders and the value of each to the Unit is well-documented in a table.</p> <p>TYPO: Table Page 2: 4<sup>th</sup> box , Line 1.</p>

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7. Are staff supported with professional development?	4	3	3	3	Each element addressed, analyzed and documented. A summary of each employee's professional development activities and respective contributions to the Unit's mission and operations is listed in a table.
8. [Optional] Does the unit have sufficient facilities and equipment?					
9. How have past CIPs contributed to success?	4	3	3	3	Each element addressed, analyzed and documented. The Continuous Improvement Plan (CIP) tables are complete and show success and/or progress toward accomplishing the Unit's goals.
10. How will the unit evaluate its success?	4	3	3	3	Each element addressed, analyzed and documented. Strengths and weaknesses are defined and discussed in detail. The Unit has requested two additional staff positions. The Unit continues to reduce the number of manual admission steps through automation. The Unit aims to improve turnaround time for documents and communication efficiencies.
11. Future Continuous Improvement Plan Tables	4			3	Each element addressed, analyzed and documented. Addresses weaknesses described elsewhere with specific objectives and steps to improve.

### Overall Decision:

XX Accepted Without  
Recommendations

     Accepted With Recommendations

     Accepted with  
Required  
Recommendations

     Revisit and Revise

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**General comments about the submission or rationale for the conclusion:**

The Unit presents a readable, comprehensive, and complete report.