

Date of Board Meeting: October 15, 2024

Subject: Designate reporting structure within the Office of Admissions and Registration following addition of Assistant Director

Recommendation: Approve the new reporting structure for the Office of Admissions and Registration.

Background and Rationale:

In August 2024, the WCJC Board of Trustees approved the Fiscal Year 2025 budget which included the addition of an Assistant Director of Admissions and Registration position within the Office of Admissions and Registration (OAR). This position seeks to address key goals within House Bill 8 by focusing on student completions, most notably through the implementation and maintenance of Ellucian Degree Works.

With the addition of the new position, the reporting structure for the OAR has been altered to ensure appropriate alignment of functions within the offices and among the various supervising managers, specifically:

- The Coordinator of Testing Services will continue to manage all daily operations and schedule management within the Testing Center, while supervising all full- and part-time Testing Technicians.
- The Admissions Officer will continue to oversee all admissions processing, including communications with applicants, and will supervise the Assistant Admissions Officers on each campus.
- The Assistant Director will manage all functions related to student records management, while also coordinating all efforts related to transfer and completion. In addition, this position will supervise the Graduation Specialist, Transcript Analysts, and Assistant Student Records Officers.
- The Director of Admissions and Registration will be responsible for policy and procedure management for the entire department, while supervising the Assistant Director, Admissions Officer, and Coordinator of Testing Services.


Cost and Budgetary Support: No cost; all positions were budgeted as part of the FY25 budget.

Strategic Priority Alignment: Student Success Community Impact
 Resource Optimization Institutional Excellence

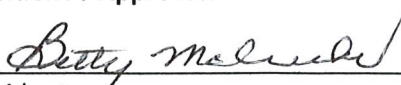
Resource Person(s): Amanda Allen, Ed.D.; Executive Vice President

Signatures:

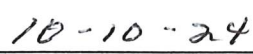

Cabinet-Level Supervisor



Date

President's Approval:


President



Date

