

1. Assessment Plan - Four Column



PIE - Student Services: International Students: Admissions Unit

Where We Are: Analysis and Summary

2017-18

Contact Person: Patricia Montoya

Email/Extension: pmontoya@mtsac.edu/5571

Program Planning Dialog: The International Student Program continues to expand its program and services. The International Student Admissions program continues to improve its services to allow for increased enrollment. A key goal this year is the development of the International Student Online Application.

External Conditions, Trends, or Impacts (Student Services): Federal changes and trends in International Student Enrollment

Internal Conditions, Trends, or Impacts (Student Services): The college goal to increase International Student Enrollment and the continuation of services and programs for International Students

Critical Decisions Made by Unit: The decision to provide an online application and the submission of documents online.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: The hiring of additional DSO
Development of an online application

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: collaboration between the admissions office and the International student program.

Contributors to the Report: Patricia Montoya
Darren Grosch

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Improved Admissions Process: Online International Student Application - Develop and implement an online international student application.</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19</p> <p>Goal Entered: 03/22/2018</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 75</p> <p>we are moving forward with the implementation of the International Student Application. We are close to implementing the application. The goal is to begin accepting applications beginning Spring 2019.</p> <p>The ultimate goal is to provide a quicker turnaround on the acceptance letter and I-20. Students are encouraged to have their documents mailed through the UEMS which is an express mail service for international students. There is no cost to the college. Students select their deliver method</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

Report directly on Goal

(UPS, DHL, or Federal Express). The service allows for the tracking of documents. (07/14/2018)

No Funding Requested - Information Technology

Describe Plans & Activities

Supported: To develop an online application that will allow International Students to apply and submit their application and supporting documents.

Lead: Darren Grosch and Patricia Montoya

Planning Unit Priority: High

What would success look like and how would you measure it?: We hope to reduce the amount of incomplete applications that are submitted. Additionally the goal is that the process becomes paperless.

No Funding Requested - Information Technology

Admissions and Records
International Student Program

Describe Plans & Activities

Supported: Develop an online application that would allow International Students to submit the International Student Application and required documents.

Lead: Darren Grosch
Patricia Montoya

Planning Unit Priority: High

What would success look like and how would you measure it?: We hope to see an improvement and growth in the submissions of applications. This process will allow students to effectively submit their application and required documents. The goal is that less time would be

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

spent following up on incomplete applications.

<p>Summer Institute - Implement a three week summer program for F-1 students focusing on academic, social, and personal enhancement. Status: Active Goal Year(s): 2018-19 Goal Entered: 03/22/2018</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18 % Completed: 100 The Director of International Student Program is responsible for this goal. It's ongoing and the staff in International Student Admissions will provide support and assistance with this goal. International Student Admissions staff provide information to incoming Fall students encouraging participation in the Summer Institute. (07/14/2018)</p>
---	---------------------------------------	---

<p>Improved Staffing: Hiring of an International Student Specialist (Designated School Official) - Hire another International Student Specialist to assist with the growth of International Students. The position was changed from a Lead International Student Specialist. The office has been without a position for over a year. This position would add to the current staff, equally diving the workload. Status: Archive Goal Year(s): 2017-18 Goal Entered: 07/03/2017 Date Goal Archived/Inactivated: 04/18/2018</p>	<p>No Funding Requested - Staff. The addition of a third DSO (Designated School Official) will assist in the admissions of International Students and the maintenance of SEVIS (Student Exchange and Visitor Information System) records. The DSO will issue students acceptance letters and issue I-20's (Certificate of Eligibility) for incoming students. Additionally DSO will be response for the extension, major change, transfer, OPT/CPT, termination and other reporting within SEVIS.</p> <p>Describe Plans & Activities Supported: student outcome will reflect in the number of students enrolled. Lead: Patricia Montoya Planning Unit Priority: High What would success look like and how would you measure it?: The workload will be equally divided and as a result continued improvement in acceptance of International Students. The number of applications received</p>	<p>Reporting Year: 2017-18 % Completed: 100 Successfully hired the 3rd DSO. (07/14/2018)</p>
--	--	--

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

verses the number of applications accepted will increase each semester.

<p>Improved Knowledge: Training on Federal Regulations that affect International F-1 Students. - We have had many changes and updates on federal regulations affecting international students. It is critical that we stay abreast of these changes. In order to stay updated with these changes, staff will need to attend meetings, workshops, and conferences.</p> <p>Trend across the nation is that enrollment is down due to changes affecting issuance of students visas. By staying abreast of the latest federal changes, we will be better prepared to work on increasing enrollment.</p> <p>Status: Active Goal Year(s): 2017-18 Goal Entered: 01/01/2018</p>	<p>Report directly on Goal</p> <p>No Funding Requested - Attendance at conferences, workshops and meetings</p> <p>Describe Plans & Activities Supported: Continued attendance at conferences, workshops and meetings.</p> <p>Lead: Patricia Montoya</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: Staying informed of federal changes.</p>	<p>Reporting Year: 2017-18 % Completed: 100</p> <p>Attendance at NAFSA (National Association of International Educators) provided continued training on international education. Attendance not only provided federal updates but also fosters understanding and respect among students of diverse backgrounds. Additionally it allows us to gain knowledge and experience about a variety of programs and services. (07/14/2018)</p>
--	---	--

<p>Improve Graduation Statics: Mt San Antonio College degree and transfer outcomes for International Students</p> <p>- A large percentage of international students who attend Mt. SAC do not obtain a degree. Many students transfer after two years. The goal is to work increase the number of graduates from Mt. SAC. Last year, we had 7 graduates, we hope to increase the number by informing students of the benefits of obtaining a degree prior to transferring. Additionally a F-1 Student Graduate</p>	<p>Report directly on Goal</p> <p>No Funding Requested - This goal will be accomplished by working with the Transfer Center and Mt. SAC International Student Alumni and the International Student Counselor.</p> <p>Alumni could provide their experiences and benefits about obtaining a degree.</p> <p>Working with the Transfer Center</p>	<p>Reporting Year: 2017-18 % Completed: 50</p> <p>We are tracking the graduation rate as well as the transfer rate of international students. (07/14/2018)</p>
---	--	---

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

Exit Form. This form will be emailed to all graduating and transfer students.

Status: Active
Goal Year(s): 2017-18
Goal Entered: 01/01/2018

will provide information about the transfer process and deadlines. The International Student Counselor will provide information and assist with the development of an Educational Plan.
Describe Plans & Activities Supported: Workshops
Recognition Ceremony

Lead: Patricia Montoya
Darren Grosch
Allen Wang
Planning Unit Priority: High
What would success look like and how would you measure it?: Increase the number of students obtaining degrees and not just transferring.

SEVIS (Student Exchange and Visitor Information System) Recertification -
Successful SEVIS recertification
Status: Active
Goal Year(s): 2017-18
Goal Entered: 07/11/2017

Report directly on Goal
No Funding Requested - Successful submissions of Mt. SAC's SEVIS Recertification. It is critical that questions are answered and that the recertification is submitted on time prior to the deadline.
Describe Plans & Activities Supported: Successful submissions of Mt. SAC's SEVIS Recertification. It is critical that questions are answered and that the recertification is submitted on time prior to the deadline. Recertification happens every 2 years.
Lead: As the PDSO (Primary

Reporting Year: 2017-18
% Completed: 75
Continue to monitor my email for any questions that arise from SEVP. Failure to ignore or respond in a timely manner can result in the cancelation of our Recertification.
(07/14/2018)

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

Designated School Official) I am the main person of contact for SEVP (Student Exchange and Visitor Program).

Filing for recertification consists of two essential actions the PDSO must take in prompt sequence. First, the PDSO must complete the recertification petition in SEVIS. The personal SEVIS account of the PDSO at the main instructional site (i.e., campus, in current regulation) must be used to submit for recertification in SEVIS. Second, the PDSO must upload the complete recertification filing (i.e., signed Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student," and other supporting documentation) via SEVIS.

Planning Unit Priority: High
What would success look like and how would you measure it?:

Successful recertification means that Mt. San Antonio is able to continue to accept international students