



Summary

of

Office of Admissions

Southern West Virginia Community and Technical College

Based on the Evaluative Criteria by the
Council for the Advancement of Standards in Higher Education
CAS

By:

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October 19, 2022



Office of Admissions

CAS Summary

1. Self-Study Summary

The Office of Admissions was reviewed utilizing the CAS standards by a committee consisting of faculty, staff and administrators from within the division and external to the division. Evidence of current practices was gathered as the questions were reviewed.

This is the first CAS self-assessment to be performed by the Office of Admissions. The review process was an educational experience for the entire committee from learning the standards ourselves to applying them to the admission processes. New perspectives will bring improvements to procedures including documentation of these changes.

A. Identified Good Practices and Areas of Improvement

Good Practices:

- The Office of Admissions has a well-trained admission staff which allows the team to be flexible in adjusting processes quickly as the number of incoming documents varies throughout the year. The admissions team plans and executes, new student orientation, welcome packets, recruitment events, social media posts, marketing, advertisement, and promotions. The team has a working knowledge of Federal, State and the College's policies, which allow them to process applications accurately.
- The scope of technology that is used to process applications is impressive. The Office of Admissions implemented a completely paperless process with the use of Admission Pro's, utilizing electronic imaging and workflow processes. The program has automated the acceptance letter, and allows the team to email and text students who have applied. Admission Pro's offers a wide range of data that allows the team to track applicants.



Area of Improvements

- **Mission:** The Office of Admission will develop and implement a mission statement with goals that will align with the College's mission.
- **Access, Equity, Diversity, and Inclusion:** The Office of Admissions will align its plan for access, equity, diversity, and inclusion within the department goals. By focusing on access, equity, diversity, and inclusion, our goal is to promote all forms of equality.