Presentation Outline

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Mission

The Office of Admissions serves as the gateway through which prospective undergraduate students gain access to an educational environment that is devoted to discovering, communicating and applying knowledge in a complex and changing world.

Through its commitment to student achievement, the Office of Admissions is dedicated to identifying students who demonstrate the potential for academic success and cultivating an admissions process that is lucent, efficient, and conducive to the successful enrollment of its students.
Budget Requests

In order to meet the enrollment goals of the university, the Office of Admissions is submitting the following budgetary request:

Six full-time staff members at the Admissions and Records Specialist II level. Base salary= $22,500 + benefits.
Current Organizational Structure

Director of Admissions
Dr. J. Christopher Fleming

Business Support Specialist I
Vacant

Assistant Director of Admissions
Monica Martinez

Admissions Specialist II
Marla Perez

Admissions Specialist II
Dino Rios

Admissions Specialist II
Theresa Collin

Admissions Specialist I
Felicia Riojas

Assistant Director of Admissions
Velma Garza

Coordinator of International Admissions
Karin Griffith

Admissions Specialist II
Denise Elizondo
Office of Admissions

The Office of Admissions is comprised of two functional components. The first component:

**Admissions and Data Processes**

- Assistant Director of Admissions
  - Monica Martinez

  - Admissions Specialist II
    - Marla Perez

  - Admissions Specialist II
    - Theresa Collin

  - Admissions Specialist II
    - Dino Rios

  - Admissions Specialist I
    - Felicia Riojas
Office of Admissions (cont.)

The second component of the Office of Admissions focuses on:

**Customer Service Management & Administrative Services**
Current Projects & Responsibilities by Component

**Admission & Data Processing**

- Apply Texas Common Application Upload
- EDI Speed Transcripts
- Transfer Credit Articulations
- Admissions Letters Migration to Argos
- ACT/SAT Test Uploads
- Student Data Processing
Current Projects & Responsibilities by Component (cont.)

**Customer Service Management & Administrative Services**

- NCAA Compliance and Admission Processes
- SEVIS Policies and Process
- University Preparatory High School (UPHS) Program
- English as a Second Language Institute (ESLI)
- Other Dual Credit Programs
- Front Desk Customer Service
Admissions Application Processing Summary

- FY 2007-2008 the Office of Admissions processed over 10,000 applications. The processing of these applications and supporting documentation were done primarily by two full-time staff members.

- FY 2008-2009 the aggregate number of applications processed increased by 16.2 percent. The only constant variable was the number of staff members processing the applications.

- Over 100,000 transfer credit hours have been evaluated FY 2007-2008 and 2008-2009. Consistent with the processing of admission applications the Office of Admissions only has two transfer evaluators.

Note: The continuous increases in applicants and the stagnated growth of the Office of Admissions staff has made the TAMUCC admissions process problematic and inefficient.
## Undergraduate Enrollment Receipts

### 2007-2008 Application Numbers

<table>
<thead>
<tr>
<th>Aggregate Number of Applications Processed</th>
<th>2007-2008</th>
<th>2008-2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of New Admits</td>
<td>5,023</td>
<td>908</td>
</tr>
<tr>
<td>New Student Enrollment</td>
<td>2,076</td>
<td>524</td>
</tr>
<tr>
<td>No. of Returning Students</td>
<td>4,812</td>
<td>5,953</td>
</tr>
<tr>
<td>Total Undergraduate Enrollment</td>
<td>6,888</td>
<td>6,477</td>
</tr>
</tbody>
</table>

### 2008-2009 Application Numbers

<table>
<thead>
<tr>
<th>Aggregate Number of Applications Processed</th>
<th>2008-2009</th>
<th>2009-2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of New Admits</td>
<td>5,678</td>
<td>1,018</td>
</tr>
<tr>
<td>New Student Enrollment</td>
<td>2,332</td>
<td>618</td>
</tr>
<tr>
<td>No. of Returning Students</td>
<td>4,911</td>
<td>6,207</td>
</tr>
<tr>
<td>Total Undergraduate Enrollment</td>
<td>7,243</td>
<td>6,825</td>
</tr>
</tbody>
</table>
Total Transfer Evaluations By Credit Hour

Sum of Evaluated Credit Hours by Term

- Fall 2007: 89,805.70
- Spring 2008: 31,657.50
- Fall 2008: 92,495.51
- Spring 2009: 25,784.66
Planning for the Future

**Goals**

- To sustain a continuous 5 percent increase in enrollment each year
- Develop an admissions model that will encourage timely communication, accuracy, and efficiency
- Cultivate stronger channels of communications with internal institutional constituencies
- Contribute to the customer service goals of the Enrollment Management Division
Proposed Organizational Structure

Director of Admissions
Dr. J. Christopher Fleming

Business Support Specialist I
Vacant

Assistant Director of Admissions
Monica Martinez

Admissions Specialist II
Maria Perez

Admissions Specialist II
Dino Rios

Admissions Specialist I
Felicia Ruizas

Coordinator of International Admissions
Karen Griffith

Admissions Specialist II
Denise Elizondo

Admissions Specialist II
Vacant

Admission Specialist II
Vacant

Admissions Specialist II
Vacant

Admissions Specialist II
Vacant

Admissions Specialist II
Vacant
Summary

The Office of Admissions is requesting funding for six new full-time staff members at the Admissions and Records Specialist II level. Base salary= $22,500 + benefits.

Total Request: $139,000 (+ benefits)