The Young Americans College of the Performing Arts

Administrative Services Department Annual Report

Administrative Services Mission: Dedicated to providing services to prospective, new, current and former students in the areas of admissions, registration, graduation, transcripts and record maintenance, as well as assisting faculty and the college community to provide support in meeting the needs of our students to ensure a smooth transition in achieving their educational goals. Additionally we provide support services for the college in the areas of accounts payable and receivable, financial reporting, cashiering, budgeting and budgetary control to ensure that all sources of funds are properly accounted.

Department Function	How Supports College mission
Admissions Advising	Promotes communication and collaboration between College and students with educational programs and goals.
Recruitment	Develops the institution's recognition for its ability to train the finest performers and arts educators.
Academic Advising	Promotes leadership, communication, and collaboration between College and students with educational programs and goals.
Student Records	Ensures accuracy of students' learning experiences – both academic and practical.

Main Data Points

Data Point	Current Year Result	2 years prior result	1 year prior result	Goal for next year
Applications	723	786	693	1000 (increase number of male applicants by 20%)
Admissions	243	405	365	400
Enrollment	90	113	105	120
Enrollment, unduplicated annual student headcount	165	270	190	190
Enrollment, unduplicated annual full-time enrollment headcount	143	184	175	175
Enrollment, by term and program of study	**Fall**: MOT – 17 CERT – 8 AA - 130 **Spring:** MOT – 16	**Fall:** MOT – 16 CERT – 177 **Spring:** MOT – 20 CERT – 132	**Fall:** MOT – 26 CERT – 73 AA - 78 **Spring:** MOT – 23	AA – 150 MOT - 25

For Academic Year 2014-2015. Written by Mike Krauss, Dean of Administrative Services

	CERT – 1 AA - 122 **Summer:** MOT – 0 CERT – 0 AA - 12	**Spring Intensive:** MOT – 0 CERT - 27	CERT – 37 AA - 76 **Spring Intensive:** MOT – 0 CERT – 15 AA - 0 **Summer:** MOT – 0 CERT – 0 AAP - 0	

Scholarship Distribution Report

	Freshman	Sophomores	Work Study	Total
Dollar Amount Awarded	$100,997.21	$42,530.00	N/A	$143,527.21
# of Recipients	41	41	0	82
Average Award Amount	$1,174.39	$675.08	N/A	$924.74

1. ***Provide a narrative on the department activities for the current academic year. Please reference goals and activities from prior year annual report and main data point results. Also include how you used data results to implement activities to improve results. (Enter response and space down as necessary).***

Providing services to prospective, new, current and former students. Attempting to improve flow of communication to prospective students as a part of the audition and admissions process. For example, trying an online audition form for prospective students to improve accuracy of details collected while minimizing data entry for admissions staff. Also working with audition staff on tours to clarify and improve efficiency of information presented and results of auditions. For new students, additional software will be implemented (DocuSign) to improve efficiency of document signing and accuracy. Improved communication with potential students through social media to increase admitted to enrolled rates.

Additionally, additional steps have been implemented to improve accuracy of student records.

We have also had a stronger focus on the fiscal responsibility of our students and maintaining fairness when handling financial struggles.

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2. *Define the annual goals for your department for the upcoming academic year. (Tab after last cell to add rows if needed).*

Goal	Activities Linked to Goal	Relationship to College mission and strategic vision
Improve accuracy of auditions	Activities listed above	Develops the institution's recognition for its ability to train the finest performers and arts educators.
Improve student communication	Activities listed above	Promotes communication and collaboration between College and students with educational programs and goals.
Improve efficiency of admissions process	Activities listed above plus review of process and procedures	Helps improve the process for students and parents, making our program more approachable.
Continue student record keeping improvements	Review of student records – both physical and in Populi	Helps ensure that student goals are accurately tracked as well as provide program completion information for graduating students.
Focus on student fiscal responsibility	Providing regular reports to VP of Acad. and ED	Students will develop and demonstrate application of ethical decision making and defined values system.

3. *List, in order of importance, requests for new or replacement staff, faculty or support staff, needed. Explain the reason for needing the position and provide brief description of role and responsibilities. (Tab after last cell to add rows if needed).*

Position Title	Reason	Description of role and responsibilities
Director of Admissions (full-time)	As program continues to grow and audition/ application process continues to intensify, this needs full-time attention.	Oversee processing of auditions and works with Dean of Admin to improve admissions procedures to collect data accurately and efficiently.
College Intern	Growing needs of department require more	Work with Dir. of Admissions and Dean of Admin to process data

	data entry and hands-on-deck.	and grow procedures.

4. List, in order of importance, requests for equipment and technology not supported by current budget. (Tab after last cell to add rows if needed).

Item Description	Why It is Needed	Cost Per Item	Number Requested	Total Cost
Fireproof Filing Cabinets	Compliance with state regulations	$800	2	$1,600
New PC for Dir. of Admissions	Current PC has outdated itself	$850	1	$850
Additional iPad for Auditions	Not enough between all audition locations	$650	1	$650
New printer for Dir. of Admissions	Efficiency	$250	1	$250
Papercut Upgrade	Allows students to use copier with same printing account	$2,000	1	$2,000
Audition Database Platform	Not supported by current admin platform – needs special design to work with audition/ admissions process of YACPA	$2,000	1	$2,000
Recruitment Materials	Need modern method for leaving info/videos with high school staff	$10	80	$800
A/C Control Pads	Save money on electricity	$150	8	$1,200

5. List, in order of importance, request for professional development not supported by current budget, whether or not they incur a direct cost. (Tab after last cell to add rows if needed).

Development Need	Why It is Needed	Cost Per Item	Number Requested	Total Cost

6. List, in order of importance, requests for other needs or support services that did not fit into prior categories.

Need	Why It is Needed	Any Estimated Costs
Additional IT Support	Growing IT needs of campus community	$5,000