

# 2024 LBHC Department Reflection Report

Please complete only one report per department (everyone altogether) and then email it to the dean of administration.

Department information	
Department name	Student Services
Date this report was completed	May 23, 2024
Staff who contributed to this report	Admissions, bookstore, cafeteria, outreach, registrar, student success center, Title III.

## 2023-24 reporting

Key accomplishments (identify 2-5 major accomplishments from your department's last year's goals)
<ol style="list-style-type: none"> <li>1. New student enrollment increased.</li> <li>2. More outreach opportunities were completed.</li> <li>3. Electronic admissions application created online.</li> <li>4. Paid for student/employee breakfast and lunch both fall &amp; spring semesters.</li> <li>5. Created a graduation committee.</li> </ol>

## 2024-25 department goals (identify the top 2-5 goals your department would like to focus on in 2024-25 and the strategic plan objective from LBHC's 2023-27 strategic plan that relates most closely to each department goal)

Department goals for 2024-25	Strategic plan objective
1. Increase enrollment by minimum 2%.	Strategic Initiative 2; Objective 1
2. Develop 3-year retention plan.	Strategic Initiative 2; Objective 2
3. Create internal procedure manual.	Strategic Initiative 2; Objective 3
4. Additional tutor/academic support for students.	Strategic Initiative 2; Objective 4
5. Increase student retention rate by minimum of 2%.	Strategic Initiative 2; Objective 2

## Reflections on data: Go to LBHC's [student success data webpage](http://lbhc.edu) (lbhc.edu > DATA & REPORTS > Student Success Data) and reflect on the following data (by clicking the links on the webpage).

Data	What can your department do to improve student success (especially, looking at certain groups of students)?
a. Enrollment	More outreach and recruiting efforts.
b. Retention rates	Enhanced student activities/engagement.
c. Graduation rates	Engage student support systems; minimum of one event per semester.

Identify <b>strengths</b> of the department
Great communication; department works well together at all events.
Identify <b>challenges and/or areas of improvement</b> for the department
Financial aid needs more outreach/applicants.
<b>Suggestions to improve this department reflection report or process</b>
None.

