

Los Angeles Valley College
Student Learning/Service Outcomes – Student Services

Department Name: Student Outreach and Recruitment

Department Description: (Provide a brief description of the department.)

The Office of Student Outreach and Recruitment provides comprehensive Outreach and Recruitment Services to a large population with a focus on high school seniors. The Office of Outreach and Recruitment coordinates and implements all services designed to matriculate high school seniors while integrating with the District 2 LPAT. Additionally, support services are provided for on campus events and activities including; Commencement, Registration, Welcome Day and the LAVC ambassador program the first weeks of the semester.

Student Learning Outcome	Evaluation Strategies

Service Outcome	Evaluation Strategies
Outreach staff will coordinate regular meetings and high school visits with all local feeder schools in order to provide recruitment services to all students.	Quarterly Surveys of High School Counselors. Site visits and visual evaluation by Recruitment Coordinator. Monitoring of weekly log sheets and database updates.
Outreach staff will assist students during the first 2 weeks of each regular semester by providing information to LAVC students including class locations, office locations and directions.	Recruiters will keep a tally of students served. Observation. Survey of students.
Outreach staff will inform high school students of programs, services and majors that are available to help them reach their goals.	Surveys of incoming Freshman. Observation of staff presentations by Recruitment Coordinator.
LAVC College Fest and Senior Day will provide opportunities for prospective students and families to visit the college, see the campus and learn about programs and services.	Attendees will complete an evaluation at the event.