

# Annual Assessment Report

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## Executive Summary

As the final step of the AES assessment process, each AES unit is required to submit an Executive Summary. The Executive Summary is a short document which provides an overview of the Unit, and the overall assessment process, highlights key findings and provides recommendation and next steps.

**Unit name:** Admissions

**Assessment year:** 2022-2023

### Unit Mission

It is the mission of the Office of Admissions to recruit and admit an academically eligible diverse student body who will become critical thinkers and socially responsible citizens to contribute to the college community and the society. Admissions staff are committed to ensuring that our student receive the equity and access required to achieve their academic goals

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## Assessment Results by Goal and Objectives

### Goal 1: Access and Success

**Supporting Strategic Plan Goals: 1-Access and Success & 2-Strengthen Learning for Students**

Objectives	Method and Measure
1.1 Students will learn about our offerings and support programs	<ul style="list-style-type: none"><li>Number of information sessions offered compared to the previous year</li></ul>
1.2 Students will submit the CUNY Application for Admission to LaGuardia CC	<ul style="list-style-type: none"><li>Number of days that the lab was opened and in use will be compared with the days and use in the previous year</li><li>Number of students in lab submitting will be compared to the number who submitted applications for the previous year</li></ul>

### Overview of findings, analysis, recommendations and future initiatives

#### Results & analysis

In Fall 2021-Spring 2022, we conducted 124 information sessions. For Fall 2022-Spring 2023, we conducted 102 information sessions. The target of 100 sessions was met. Will continue to work with other departments to offer major specific information sessions.

#### Recommendations and future initiatives

To conduct information sessions in other languages.

### Goal 2: Strengthen Learning for Students

**Supporting Strategic Plan Goal: 1-Access and Success & 4-Build Inclusive Community to Achieve the College Mission**

Objectives	Method and Measure
2.1 Attend college fairs and make school visits in person/virtually  2.2 Strengthen recruitment among immigrant communities; especially for those students with foreign documentation	<ul style="list-style-type: none"> <li>• Number of high school visits and college fairs attended compared to the visits and fairs for the previous year</li> </ul>

## Overall summary

By providing students with services such as Information Sessions, One-on-One Application Assistance, outreach to students through High School and College Fair visits; students are better able to make more thoughtful choices about major choices and academic careers. They also receive information about resources and services that are available and offered at the college to assist students with the successful completion of their academic program of choice. Students can learn about our open-admissions process and how these opportunities create a diverse student population. By offering these services, the Admissions office serves a vital role in establishing a positive symbiosis between the student and the college.

The results support the Office's efforts to offer a larger assortment of academic choices. The office will continue to look for ways to increase the number of students who participate in recruitment activities and events.

We will continue to review how this data affects the rate of application submission and the conversion rate of applied to registered students. By analyzing this data, we can improve the efficiency and effectiveness of these activities. We can also utilize this information to shape future programs and recruitment strategies.

## Appendices

- None

