

PROGRAM REVIEW > STEP 2: Resource Request (OPTIONAL)

Resource Request +

Resource Request	Requested Year
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Personnel - Classified Staff (2023 - 2024)	<i>W. Bennani 11/3/2023</i>
Position Title: Admissions & Records III	
Non-Personnel Item (2024 - 2025)	<i>M. Lara 11/1/2024</i>
Item Requested Scanning and indexing of 80,000 Aperture Cards: prior records from 1968 to 1975, plus scanning and indexing of 142 microfilm Rolls: student records and applications from 1973 to 1998.	
Item Description Securing our records in our WebX platform meets the Accreditation Standard 2: "Verification that student records are stored permanently, securely, and confidentially, with provision for secure backup." In addition, scanning and indexing prior records expedites prior records requests. Each year we receive roughly 20 student requests for prior records stored in an aperture card, in addition to the roughly 15 enrollment and degree verification requests from the National Student Clearinghouse. We currently use an aperture card reader to view/print records from the aperture cards and microfilm rolls. Another consideration is protecting the integrity and accessibility of student records, especially if campus is ever closed due to power outages, natural disasters or, as we recently experienced, pandemic outbreaks. Notably, the recent pandemic caused significant delays on student requests for records contained in aperture cards, a disruption that only exacerbated student stress during an already stressful time in the world. Ultimately, scanning and indexing student records to WebX protects prior records, saves time, and meets accreditation standards.	

College and District Goals, Plans and Initiatives

CAN - Links to College and District Goals, Plans and Initiatives

Resource Requests

CAN Discipline - Library

CAN - Resource Request