

## SAMPLE ACCIS OAP Discussion Topics

(from 2018)

### **Increasing efficiencies and streamlining processes**

1. Tips and suggestions to make our jobs/work more efficient? Best Practices on how to run the office more efficiently.
2. Degree of centralization of letters of recommendation in the college counseling office.
3. How do schools manage "special case" applications/schools such as Georgetown, MIT, and South Carolina, etc? Do schools ask teachers to do online system, or do college counseling offices mail/submit documents via those portals?
4. My school does not allow students to "enter" their colleges in Naviance; I do this for them based on a handwritten college master list which students provide. Do other schools operate this way? How do schools handle teacher recs for those colleges who request them outside of Naviance?
5. Tracking PG apps (for schools w/ post grads) - We are currently just keeping a list, but I wonder if there is a better way. It's separate, but it would feel cleaner if it could be added to a college list [*\*\*does this also apply to transfers and gap year students who decide to reapply?*]
6. Tracking transfer apps - I currently keep a Google doc
7. Keeping track of Alums - is it through the college office or development?
8. Gap Years - who is taking them? Where are kids finding good resources? Connecting kids who've done them to kids who are interested?
9. Scholarships - how does each office post, track and eventually publish scholarship info and awards?
10. How does each office handle first quarter grades for early apps?
11. How others are getting scholarships and summer programs out to the students?
12. How to handle transcript requests for college apps from former students graduating from another school? Are you finding that some colleges want transcripts sent directly from previous high schools?
13. Where do you post your college info for the students/parents to find? Handbook, forms, etc.
14. Interviews - how are they coordinated?
15. How do you handle college visit days in the Fall and revisit days in the Spring - number of days allowed to be away from school and what process do you use for accountability?

## **Supporting CC staff**

1. How can I be of the most help for the College Counseling Department?
2. Getting students to take ownership of the college process
3. Grade level programming on college counseling
4. When does your office begin working with students? Do you have a kickoff event and if so, what does it look like?
5. How do you help your counselors stick to their schedules? Best practices for outside letters of recommendation. Best practices for letters of recommendations from teachers no longer at your school. How do you structure your essay writing workshops? Do you attend counselor workshops or local counselor conferences? What professional growth opportunities are available for you at your school? Which do you recommend? Using YouCanBookMe with parents.
6. Who steps in when you take vacation time? Do you ever hire a temp?

## **Etc.**

7. Do you CORI [do a criminal record check on] alums who come from colleges to conduct interviews? Test prep teachers or tutors?
8. Any other suggested professional development opportunities for growth for OA participants?
9. Financial Aid resources
10. Best practices for practicing student confidentiality in an open office.

## **11. What else???**

## Technology use and related questions

1. New platforms and database alternatives to current systems
2. Anyone else considering looking at other systems besides Naviance?
3. Who is using SCOIR? RaiseMe?
4. Document management for alumni, specifically students on a gap year or 2nd time around applications.
5. Personalizing fall college rep visit communication while using online scheduling tools?
6. Paperless way to track student applications, Common App vs Coalition, Naviance vs SCOIR
7. We're switching to Blackbaud at the end of the year and would like to hear general opinions, tips, suggestions for optimal success.
8. Good online scheduling/calendaring options - I'd love to hear what others use, pros & cons
9. Social media in the office - how is the office connecting with students and how regularly.
10. Transcript layout; grading system; Virtual School process; Bright Futures [Florida scholarship pgm]
11. A session for us "seasoned" users of Naviance to talk to the new users. Some of the older reports are not covered well for the new people. I think we can answer many questions for them.
12. How to get seniors to update Naviance frequently about where they are applying and decisions? In general how to get students to respond??
13. Suggestions for working with UCAS and testing of Oxford/Cambridge.