

## College Action Project Worksheet for NEW CAP Projects – August 7, 2015 Update

Commented [DP1]:

Commented [DP2R1]:

CAP: 1.2.6

Champion: Diane Patrick

1. Proposed CAP Team Members:  
*Amanda Kruzona, Student Records Senior Technical Specialist, Bryan Vliem, Associate Registrar, Diane Patrick, Associate Dean/Registrar, Jody Graves, Enterprise Analyst - IT, Kristine Welling, Financial Aid Technican – Financial Aid, Lynnae Selberg, Director-Counseling and Career Center, Matthew Novakoski, Administrative Assistant/Office Manager- Student Records, Raynard Ross, Associate Dean- Student Success and Retention, Tina Hoxie, Associate Provost/Dean of Students,*
2. Describe the **purpose** of this project including a description of the associated activities. (100 words or fewer)
  - *The purpose of CAP 1.2.6 is to design, test, and implement procedures to automatically graduate students who have met the criteria for a degree or certificate. (CAP 1.2.6 is a continuation from the previous CAP 1.5.2 which was a continuation from CAP 1.1.1.)*
3. Describe the **goals** of this Action Project (in 100 words or fewer) **(Wildly important goals)**
  - Install software that will evaluate student academic history and determine whether they are eligible for a degree
  - Create policies and procedures to support the implementation of this policy
  - Develop and implement a communication plan to alert former and current students to these changes thought the use of the automated e-mail communication generation (PeopleSoft 3C's).
  - *Improve graduation application numbers.*
  - *Increase MyDegreePath usage.*
4. What **measurable criteria** will be used to determine this project's success? **(Lead measures)**
  - *Increased number of certificates granted*
  - *Increased number of Associates' Degree granted*
5. Please provide the results of your lead measures to date (either tables or charts) **(Compelling Scoreboard)**

*College Generated Graduation Numbers*

Timeframe of Query	Total Number of Potential Graduates	Number Declined Degree	Total Number of Degrees awarded	Semester awarded
Fall 2011 – Summer 2014	94	0	94	Fall 2014
Fall 2011 – Fall 2014	29	0	29	Winter 2015
Fall 2011 –	<i>To be completed by August 2015</i>			Summer

Winter 2015				2015
Fall 2011 – Summer 2015	<i>To be completed by November 2015</i>			Fall 2015
Grand Total	123	0	123	

Data Source: Student Records/Registrar's Office – 07/27/2015

*College Generated Graduated Degree/Certificate Types*

Graduation Semester	AA	AAAS	AB	AFA	AGS	AM	AS	Cert.	Total
Fall 2011 – Summer 2014	66	3	4	0	9	0	1	11	94
Fall 2011 – Fall 2014	21	0	1	0	3	0	2	2	29
Fall 2011 – Winter 2015	<i>To be completed by August 2015</i>								
Fall 2011 – Summer 2015	<i>To be completed by November 2015</i>								
Grand Total	87	3	5	0	12	0	3	13	123
	70.7%	2.4%	4.1%		9.8%		2.4%	10.6%	

Data Source: Student Records/Registrar's Office – 07/27/2015

*College Generated Graduated Bio/Demographic Data*

Graduation Semester	Age of Graduates						Gender of Graduates		
	< 21	21 – 30	30 - 40	40 - 50	> 50	Total	Female	Male	Total
Fall 2011 – Summer 2014	7	70	8	6	3	94	47	47	94
Fall 2011 – Fall 2014	5	22	2	0	0	29	12	17	29
Fall 2011 – Winter 2015	<i>To be completed by August 2015</i>								
Fall 2011 – Summer 2015	<i>To be completed by November 2015</i>								
Grand Total	12	92	10	6	3	123	59	64	123
	9.8%	74.8%	8.1%	4.9%	2.4%		47.96	52.04%	

Data Source: Student Records/Registrar's Office – 07/27/2015

*College Generated Graduated Bio/Demographic Data Continued*

Graduation Semester	Ethnicity of Graduates							Total
	Asian	Black	Hispanic	Pacific Islander	White	Other*	Unspecified	
Fall 2011 – Summer 2014	2	3	0	0	78	3	8	94
Fall 2011 – Fall 2014	0	0	1	1	23	2	2	29

Fall 2011 – Winter 2015	<i>To be completed by August 2015</i>							
Fall 2011 – Summer 2015	<i>To be completed by November 2015</i>							
Grand Total	2 1.6%	3 2.4%	1 0.8%	1 0.8%	101 82.2%	5 4.1%	10 8.1%	123

\* Mexican-American, Puerto Rican, etc.

Data Source: Student Records/Registrar's Office – 07/27/2015

6. What **Indicators of Success** will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.

- *Completion (150% graduation rate) for first time/full time students.*
- *This project will directly impact the measure. It will also impact the Workforce Pathways End through 2.P.1, one of the Core Indicators for Perkins funding.*

7. What **personnel resources** will be required to deliver the project successfully?

- *Staff time from IT and Student Records/Registrar Office to assist with the development and implementation of Automatic e-mail communication generation (PeopleSoft 3Cs).*
- *Staff time from IT to run DegreeWorks query.*
- *Student Records/Registrar staff time to pull reports on selected students from DegreeWorks.*
- *Student Records/Registrar staff time to review audits, post degrees and mail diplomas and certificates.*
- *Student Records/Registrar student assistants time to sort and stuff diploma mailing envelopes.*
- *Contingency help to assist during the graduation audit and diploma printing and mailing processes.*
- *Financial Aid Office staff time to confer with student and explain how student receiving a degree impacts financial aid.*
- *Counseling and Career Center staff time to field questions from students.*

8. What **additional resources** will be required to develop and/or sustain the project?

Category	Cost	Explanation (one time or recurring)	Which budget will cover these costs?
Supplies			
Training	\$3,000	Send (2) staff members to DegreeWorks annual conference for training and updates on the software.	SLT Request
Equipment/ Software			

Other			
TOTAL Cost Estimate	\$3,000		

9. Will this project require any **additional budget dollars** for the 2015-2016 academic year that have not already been secured?       NO                       Yes

If yes, please describe briefly: There is very limited department budget dollars for staff training and conferences. Last year money was secured by SSP grant and within the division. DegreeWorks is the key software used for the College Generated Graduation process. Queries off the system are used to award the students. Staff need to keep updated on this software in order to ensure the auto graduation process keeps working.

10. Please provide an update on the activities described in your spring report:

Month	Activity	Person Responsible	Current Status
August, 2014	Development and implementation of a communication plan and timeline.	CAP 1.5.2 Team	Completed
	Benchmark/investigate possible graduation software/equipment.	CAP and Student Records IT and Student Records/Registrar Office	Completed
	Explore the use of automated e-mail communication generation (PeopleSoft 3Cs) with GRCC's IT Department.	CAP 1.5.2, Counseling and Career Center, Faculty and Student Records/Registrar Office	Completed
	Develop and receive input on the new online <i>Graduation Application Form</i> .		Completed
	Discuss communication, training, and roll out timeline plan for the Graduation Application Form.		Completed

September, 2014	<p>Tweak communication plan, communication format, and communication process flow. Establish firm timelines for communication.</p> <p>Test run query off DegreeWorks using established guidelines and make tweaks to the query for the College Generated summer 2014 graduates. (This pilot to include students as far back as fall semester 2011.)</p> <p>Develop “current state” graduation process flow chart.</p> <p>Give a final review of all Graduation Application communication, appeal and process forms.</p> <p>Soft roll-out to students and internal staff of the new on-line Graduation Application.</p>	<p>CAP 1.5.2 Team</p> <p>IT/Student Records/Registrar Office</p> <p>Student Records/Registrar Office</p> <p>CAP 1.5.2</p> <p>Student Records/Registrar Office</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
October, 2014	<p>Run final version of query off DegreeWorks and conduct a spot check with a manual graduation audit for accuracy.</p> <p>Started Automated communication generation (PeopleSoft 3Cs) module training with IT staff.</p>	<p>Student Records/Registrar Staff.</p> <p>IT/Student Records/Registrar</p>	<p>Completed</p> <p>Completed</p>

	<p>Final review and test of the new College Generated Graduation processes to check for process flaws and make final changes if needed.</p> <p>Update the Graduation website.</p>	<p>Student Records/Registrar Office</p> <p>Student Records/Registrar Office</p>	<p>Completed</p> <p>Completed</p>
November, 2014	<p>Review and gain approval from CAP 1.5.2 team on the final process, query results, communication plan and process guidelines.</p> <p>Analysis on process usage for the new Graduation Application. Make recommendations for change and make immediate necessary changes.</p> <p>Schedule 2<sup>nd</sup> internal training sessions for the use and communication initiatives for the new Graduation Application.</p>	<p>CAP 1.5.2</p> <p>CAP 1.5.2/Student Records/Registrar Office.</p> <p>Student Records/Registrar Office/ Counseling and Career Center and department heads/program directors.</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
December, 2014	<p>Implement first College Generated Graduation pilot for potential summer graduates. (This includes potential graduates from 2011 and forward.)</p> <p>Stage 1: Send communication (letter and emails) to allow students 30 days to decline the graduation offer.</p>	<p>Student Records/Registrar Office</p>	<p>Completed</p> <p>Completed</p>
January, 2015	<p>Incorporate processes with the graduation ceremony work.</p>	<p>CAP 1.5.2/ Dean of Students</p>	<p>Completed</p>

	<p>Develop a flyer to put in diploma mailings.</p> <p>Started process development with IRP, on a student satisfaction survey to send to the College Generated graduated students.</p> <p>Stage 2: After 30 days, post degrees and send congratulations communication.</p> <p>Present proposal to Pro-Deans on recommendations on placing students in a certain academic program (major) after they have graduated and are continuing at GRCC. (850 Plan Code Team)</p>	<p>Office/Student Life</p> <p>CAP 1.5.2/ IRP</p> <p>Student Records/Registrar Office</p> <p>CAP 1.5.2/Student Records/Registrar Office/Financial Aid Office/IT</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
February, 2015	<p>Process, order and send diplomas with new graduation ceremony information</p> <p>Review pilot results and comments and implement needed changes</p> <p>Team approves survey to be sent</p> <p>Automatic e-mail communication generation (PeoopleSoft 3C's) training continues</p> <p>Invited team members to join the 850 Plan Code Team</p>	<p>Student Records/Registrar Office</p> <p>CAP 1.5.2/Student Records/Registrar Office</p> <p>CAP 1.5.2</p> <p>IT/Student Records/Registrar Office</p> <p>Student Records/Financial Aid (Diane Patrick and Ann Isackson)</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>

<p>March, 2015</p>	<p>Incorporate process changes, review communications and receive input from campus community and SLT to get ready for fall 2014 auto graduates.</p> <p>Final review: tweak processes and communications to check for process flaws and make final changes if necessary.</p> <p>Run final version of query using DegreeWorks and conduct a spot check with a manual graduation audit for accuracy for the fall 2014 graduates. Stage 1: Send communication (letter and emails) to allow students 30 days to decline the graduation offer.</p> <p>First team meeting for the 850 Plan Code Team.</p>	<p>CAP 1.5.2/Student Records/Registrar Office</p> <p>Student Records/Registrar/CAP 1.5.2</p> <p>Student Records/Registrar/and IT</p> <p>Diane Patrick/Ann Isackson &amp; 850 Plan Code Team</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
<p>April, 2015</p>	<p>Implement internal communication plan to campus community on pilot. Contact GRCC Communication Office for additional communication to external sources</p> <p>Stage 2: After 30 days, post degrees and send congratulations</p>	<p>Student Records/Registrar Office</p> <p>CAP 1.5.2/GRCC Communication Office/Student Records/Registrar Office</p>	<p>Completed</p> <p>Completed</p>



	<p>communication.</p> <p>Send student satisfaction survey to the College Generated graduated students.</p> <p>Monthly 850 Plan Code Team Meeting</p>	<p>Student Records/Registrar Office</p> <p>Diane Patrick/Ann Isackson &amp; 850 Plan Code Team</p>	<p>Delayed until June</p>
May, 2015	<p>Analyze data for both semesters.</p> <p>Send student satisfaction survey to the College Generated Graduated students for fall 2014.</p> <p>Held 2 meetings of the 850 Plan Code Team</p>	<p>CAP 1.5.2</p> <p>Student Records/Registrar Office (Amanda Kruzona)/IRP</p> <p>Diane Patrick/Ann Isackson &amp; 850 Plan Code Team</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
June, 2015	<p>Review survey results and incorporate needed changes.</p> <p>Use PeopleSoft 3Cs for first time as part of the communication plan.</p> <p>Run final version of query using DegreeWorks and conduct a spot check with a manual graduation audit for accuracy for the winter 2015 graduates. Stage 1: Send communication (letter and emails) to give 30 days to decline offer.</p> <p>Send student satisfaction survey to the College Generated Graduated students</p>	<p>CAP 1.5.2/Student Records Registrar Office</p> <p>IT/Student Records/Registrar Office</p> <p>IT/Student Records/Registrar Office</p> <p>Student Records/Registrar</p>	<p>Survey sent to all College Generated students</p> <p>Delayed until July</p> <p>Completed</p> <p>Completed</p>

	for fall 2014.  Monthly 850 Plan Code Team Meeting	Office (Amanda Kruzona)  Diane Patrick/Ann Isackson	Completed
July, 2015	Stage 2: After 30 days, post degrees and send congratulations communication.  Send Student Satisfaction Survey to the College Generated Graduated students for winter 2015.  Successful set up and testing of automated e-mail communication generation (PeopleSoft  Monthly 850 Plan Code Team Meeting	Student Records/Registrar Office  Student Records/Registrar Office  Student Records/Registrar Office and IT staff  Diane Patrick/Ann Isackson & 850 Plan Code Team	Completed  Completed and sent to all students in June  Completed  Completed

11. Provide a 12-month work plan for this project for 2015-16:

Month	Activity	Person Responsible
August, 2015	PeopleSoft email 3C's successfully implemented in Student Records	Student Records and IT staff (Bryan Vliem, Amanda Kruzona and Jody Graves)
	Implement 2 <sup>nd</sup> revision for Graduation Application using ImageNow	Student Records and IT staff (Bryan Vliem, Amanda Kruzona, and Jody Graves)
	Implement graduation application has been received communication using email 3C's.	Student Records (Amanda Kruzona, Lakisha Beck)
	Graduation audit pilot with Counseling	Student Records and Counseling (Diane

		Patrick, Lynnae Selberg)
September, 2015	<p>Implement new Incomplete 850 Code process for graduates taking classes with an unspecified academic program plan code.</p> <p>Communication to faculty and staff on 850 process</p> <p>Training of 850 process, communication and forms to Counseling staff.</p> <p>Enhance graduation website</p>	<p>The 850 Plan Code Team</p> <p>Amanda Kruzona, Ann Isackson, Diane Patrick</p> <p>Amanda Kruzona</p>
October, 2015	Review new processes	
November, 2015	<p>Presentation to SLT</p> <p>Prepare CAP Closure Report to Deans' Council</p>	<p>Diane Patrick</p> <p>Diane Patrick</p>
December, 2015	Present closing CAP at Deans' Council.	
January, 2016		
February, 2016		
March, 2016		
April, 2016		
May, 2016		
June, 2016		
July, 2016		

12. When will your Team meet? Please provide **Team meeting dates** for August 2015 to June 2016  
(Create a Cadence of Accountability)

The team will continue meeting monthly. Updates on progress will be communicated to team members between meetings.

Here are the meeting dates and times:

- August 19, 2015 – 10:00-11:00 – 507 Cook Hall
- September 9, 2015 – 2:00 -3:00 – 507 Cook Hall
- October 20, 2015 – 2:00 – 3:00 – 507 Cook Hall
- November 23, 2015 – 11:00 -12:00 – 507 Cook Hall
- December 15, 2015 – 2:00 – 3:00 – 507 Cook Hall

*NOTE 1: We highly recommend that your team meets, at minimum, one time per month. You are encouraged to find ways to communicate within your team between scheduled meetings, perhaps weekly.*

*NOTE 2: If you choose to hold Team meetings on the SLT meeting dates immediately following SLT, lunch and a meeting space will be provided for your team.*

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