

College Action Project Worksheet for NEW CAP Projects – October 2014

CAP: *CAP #1.3.1 - A: Improve the support systems for cohort groups of students (HLC P & C project)*
Foundation Scholarship Recipients Cohort Group

Champion: Kathy Mullins

1. Proposed CAP Team Members:

Don MacKenzie – Associate Vice President College Advancement

Kathryn Mullins, Ed.d – Executive Deputy to the President and Board Liaison

Mary Reed – Donor & Scholarship Information Coordinator

Brynne Roberts – Coordinator of Scholarships and State Financial Aid

Chris Sain – Coordinator of Retention

Kellie Roblin – Faculty

2. Describe the **purpose** of this project including a description of the associated activities. (100 words or fewer)

- 1) Ensure that student scholarships are available to students as they achieve their educational goals,
- 2) To connect students with scholarship opportunities through increased interaction with students on campus, and
- 3) Increase number of merit-based scholarships available to students.

3. Describe the **goals** of this Action Project (in 100 words or fewer)

Increase Fall to Fall persistence for scholarship recipients.

Improve scholarship overall awarding percentage to ensure that as many students receive scholarship dollars as possible.

Create workshops for scholarship recipients to help them understand the scholarship awarding process and connect them with various support services on campus in an effort to remove potential barriers to success.

Work with donors to ensure that existing and newly created scholarships are available to more students (Need Based vs. Merit/GPA based).

Foundation Office will become more visible for students – foundation staff will start attending Career Workshops, New Student Orientation, ABO Orientation, etc.

4. What **measureable criteria** will be used to determine this project's success?

Fall to Fall persistence data

Increase overall scholarships awarded each year by 10%

Increase percentage of need based scholarships vs. merit based (both in \$ and in # of scholarships) available to students.

Increase # of student interactions with the Foundation Office through organized events.

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

Recruitment, Retention, Completion, and Success. This project will directly and indirectly impact all of these measures at varying degrees

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

Foundation and Financial Aid Personnel predominantly.

7. 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	\$406.00	Postage and printing for mailing to previous scholarship recipients not yet enrolled.	Foundation Office
Training	616.00	3 Trainings for students that have now received a scholarship	Foundation Office
Equipment/ Software			
Other			
TOTAL Cost Estimate	\$1,022.00	Mailing and trainings	Foundation Office

8. Will this project require any **additional budget dollars** for the 2014-2015 academic year that have not already been secured? X NO ___ Yes

If yes, please describe briefly:

9. Provide a 3-month work plan for this project:

Month	Activity	Person Responsible
July, 2014	Send letter to scholarship students not yet enrolled Complete scholarship workshop presentation Send e-invite to scholarship recipients for the mandatory workshop	Don MacKenzie
August, 2014	Host workshop Send e-invite September workshop	Don MacKenzie Mary Reed
September, 2014	Host workshop Send e-invite for October workshop	Don MacKenzie Mary Reed
October, 2014	Host Workshop	Don MacKenzie Mary Reed Brynne Roberts
November, 2014	Send communication to scholarship recipients that enrollment is open for winter semester and we want them back	Brynne Roberts Mary Reed
December, 2014	Run a report of enrolled students (scholarship recipients) that still have a fund balance to inquire if we can assist them with the financial aid process.	Brynne Roberts Mary Reed Don MacKenzie
January, 2015	Ensure that the application form has a place where they will sign stating they will attend a mandatory session if awarded a scholarship. Remind them that scholarship application for next academic year is open and will close March 16 th . Invite current scholarship recipients to Creating Connections Breakfast.	Brynne Roberts Mary Reed Don MacKenzie
February, 2015	Creating Connections Breakfast February 19, 2015	Mary Reed Don MacKenzie
March, 2015	Send email reminder of the Scholarship application deadline of March 16 th .	Brynne Roberts Mary Reed
April, 2015	Send Survey Monkey regarding scholarship process and encourage enrollment for the Fall Semester	Mary Reed
May, 2015	Meet as a committee to review successes and opportunities for improvements. Consider making it a requirement for year 15-16 and future years for scholarship recipients to sign a rights and responsibilities form with Financial Aid	Full committee
June, 2015	Send letter to scholarship students not yet enrolled	Brynne Roberts Mary Reed Don MacKenzie

July, 2015	Send letter to scholarship students not yet enrolled Send e-invite to scholarship recipients for the mandatory workshop	Brynne Roberts Mary Reed Don MacKenzie
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