

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

CAP: 1.3.2 Create and improve student services for part-time students

Champion: Dan Clark, Dean of Academic Outreach

1. Current CAP Team Members:

Amy Bennett, Office Manager

Susan DelRaso, Assistant Lab Coordinator

Theresa Freiberg, Counseling Services Coordinator

Jennifer Keeson, TRIO Counselor – Jennifer retired is no longer a part of the team

Evan Macklin, Student Life

Saibo Williams, IT Customer Support Tech

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

- Determine what student services are currently offered to these students
- Determine what student services are deemed necessary for college success and/or desired by these students
- Determine how these services can be added

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

- Increase and improve resources and services for students that may cause an increase in credits taken per semester and/or see improvements in completion rates for part-time students

4. What **measurable criteria** will be used to determine this project's success? (**Lead measures**)

- Number & Location of Mobile (off campus) Advising Stations
- Number of part-time student scholarship applications received

5. Please provide results for your lead measures to date (either tables or charts). (**Compelling Scoreboard**)

	Fall 2014	Winter 2015	Fall 2015	Winter 2016
Byron Center	0	0	1	1
Grandville	0	0	1	1
Lowell	0	0	1	1
Rockford	0	0	1	1
	Number of advising sessions held at a regional site		Number of advising sessions planned to be held at a regional site	

	Goal
March 2015 – 702 scholarship applications received	March 2016 – 1,000 scholarship applications received

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

Persistence rate (fall to winter term) and (fall to fall term) of part-time evening students

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

IRP

IT

Student Support Services

Faculty

Academic Outreach

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

Category	Cost	Explanation (one time or recurring)	Which budget will cover these costs?
Supplies			
Training			
Equipment/ Software			
Other			

TOTAL Cost Estimate			
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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:

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

11.

Month	Activity	Person Responsible	Current Status
July, 2014	Start Gathering Team Members Review Most Recent SENSE Report (2010) (identify part-time students, what courses and where are they taking courses, when)	Team	Complete
August, 2014	Review blog article from The League http://www.league.org/blog/post.cfm/gap-advising-maintaining-a-presence-in-common-areas-of-the-college-during-the-semester?utm_source=Copy+of+2014_07+League+Connections&utm_campaign=2014_07+League+Connections&utm	Team	Complete
September, 2014	Determine Baseline of student services offered: what types, where, when. Determine what and how many evening courses take place Monday – Thursday	Amy Dan Team Team	Complete Complete

	<p>evenings at GR Campus</p> <p>Coordinate efforts with Re-Enrollment Project Team</p> <p>Review and modify off-campus surveys for regional sites and Lakeshore Campus</p>		Complete
October, 2014	<p>Perform Off Campus (Regional Sites) and Lakeshore Campus Surveys</p> <p>Set up mobile advising/triosh stations weeks of October 12th – November 3rd as part of the coordinated efforts with Re-Enrollment Project Team for GR Campus and Lakeshore Campus buildings</p> <p>Create a student survey to be used for part-time evening students on GR Campus</p>	<p>Denise Benning/Dan Clark</p> <p>Team</p> <p>Team</p>	<p>Complete</p> <p>Complete for GR Campus & Lakeshore Campus, but not regional sites. Did not have the staff resources.</p>
December, 2014	<p>Review and analyze results of surveys (GR Campus, Lakeshore Campus, and Regional Sites)</p>	Team	Complete
January, 2015	<p>Review and analyze results of AQIP focus group and IRP part time student data. Based on data that there are equal percentage of students morning, afternoon, and evening the team has decided to revise its CAP project title</p>	<p>Team</p> <p>Stacey Bush</p> <p>Team</p>	<p>Complete</p> <p>Complete</p>

	<p>Invite Stacey Bush, Foundations Office, to learn more about scholarship availability/gaps for part-time students</p> <p>Action Plan: Double the number of applications received by part time students vs March 2014 and double the number of part-time scholarships awarded vs March 2014. Scholarship application deadline is March 15</p>		<p>Complete</p> <p>Incomplete, we did not double the applications received. Only saw a slight increase.</p>
February, 2015	<p>Request clean up of scholarship url's</p> <p>Request home web page banner ad promoting scholarships for part time students</p> <p>Request facebook ads geared toward part-time students and scholarship opportunities</p> <p>Create a document that separates full time scholarships from part time scholarships</p> <p>Find out if the Michigan Adult Part Time Grant still exists</p> <p>Look into posting a Blackboard announcement</p> <p>Present CAP update at SLT</p>	<p>Theresa Theresa</p> <p>Dan</p> <p>Susan</p> <p>Dan Saibo Dan</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete. It did not get extended or funded.</p> <p>Complete</p>
March, 2015	Continue promotion	Team	

	and marketing of Part-Time student scholarships Set up mobile advising/triosh stations as part of the coordinated efforts with the Re-Enrollment Project Team	Team	Incomplete. Was not done at GR Campus/Lakeshore Campus/Regional sites.
April, 2015	Survey students as to why they do not fill out the scholarship application Set up mobile advising/triosh stations as part of the coordinated efforts with the Re-Enrollment Project Team	Team	Incomplete Incomplete
May, 2015	Evaluate results of scholarship applications received. Determine how to continue promoting and marketing and set goal for receiving of applications and awards extended to part-time students. Base on survey result, discuss how new scholarships can be created and/or create a new process for promoting scholarships to students	Team	Complete Ongoing
July, 2015	Work on plan that will increase the number of scholarships available for part time students		Ongoing

	for the March 2016 application deadline.		
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12. Provide a 12-month work plan for this project for 2015-16:

Month	Activity	Person Responsible
August, 2015	Team to meet with John Cowles and/or Raynard Ross to determine fall advising dates for each regional site	Dan Clark
September, 2015	Team to meet with Communications Dept (and/or Ryan Nausata to utilize CRM) to identify marketing for each regional site advising date	Theresa Freiberg
October, 2015	Team to meet with Ryan Nausata to determine how to survey students regarding advising date, ie did they participate or not? If not, why not?	Amy Bennett
January, 2016	Team to meet with John Cowles and/or Raynard Ross to determine winter advising dates for each regional site. Team will make plans for scholarship application distribution to students	Dan Clark
February, 2016	Team to meet with Communications Dept (and/or Ryan Nausata to utilize CRM) to identify marketing for each regional site advising date	Theresa Freiberg
March, 2016	Team to meet with Ryan Nausata to determine how to survey students regarding advising date, ie did they participate or not? If not, why not?	Amy Bennett
April, 2016	Team to meet with Kathy Mullens on scholarship application results	Susan DelRaso
May, 2016		
June, 2016		
July, 2016		

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

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.

September 11, Sneden Hall, lunch meeting after SLT
October 16, Sneden Hall, lunch meeting after SLT
November 13, Sneden Hall, lunch meeting after SLT
January 22, Sneden Hall, lunch meeting after SLT
February 19, Sneden Hall, lunch meeting after SLT
March 18, Sneden Hall, lunch meeting after SLT