

College Action Project Worksheet for NEW CAP Projects – March 2015 Update

CAP: 1.3.2 Create and improve student services for part-time students ~~evening, and weekend students, as well as, at regional sites~~

Champion: Dan Clark, Dean of Academic Outreach

1. Proposed CAP Team Members:

Amy Bennett, Office Manager
Susan DelRaso, Assistant Lab Coordinator
Theresa Freiberg, Counseling Services Coordinator
Jennifer Keeson, TRIO Counselor
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)

4.

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

5. What **measurable criteria** will be used to determine this project's success?

- Number & Location of Mobile Advising Stations
- Regional Site and Off Campus Surveys

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			

9. Will this project require any **additional budget dollars** for the 2014-2015 academic year that have not already been secured? **TBD** ___NO ___ Yes

If yes, please describe briefly:

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

Month	Activity	Person Responsible
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
August, 2014	Review blog article from The League http://www.league.org/blog/post.cfm/gap-advising-maintaining-a-presence-in-common-areas-	Team

	of-the-college-during-the-semester?utm_source=Copy+of+2014_07+League+Connections&utm_campaign=2014_07+League+Connections&utm	
September, 2014	<p>Determine Baseline of student services offered: what types, where, when.</p> <p>Determine what and how many evening courses take place Monday – Thursday 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>	<p>Amy</p> <p>Dan</p> <p>Team</p> <p>Team</p>
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>
December, 2014	Review and analyze results of surveys (GR Campus, Lakeshore Campus, and Regional Sites)	Team
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>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>Team</p> <p>Stacey Bush</p> <p>Team</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</p>	<p>Theresa</p> <p>Theresa</p> <p>Dan</p> <p>Susan</p>

	<p>part time scholarships Find out if the Michigan Adult Part Time Grant still exists Look into posting a Blackboard announcement Present CAP update at SLT</p>	<p>Dan Saibo Dan</p>
March, 2015	<p>Continue promotion and marketing of Part-Time student scholarships Set up mobile advising/triash stations as part of the coordinated efforts with the Re-Enrollment Project Team</p>	<p>Team Team</p>
April, 2015	<p>Survey students as to why they do not fill out the scholarship application Set up mobile advising/triash stations as part of the coordinated efforts with the Re-Enrollment Project Team</p>	<p>Team</p>
May, 2015	<p>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</p>	<p>Team</p>
June, 2015	<p>Work on plan that will increase the number of scholarships available for part time students for the March 2016 application deadline.</p>	<p>Team</p>
July, 2015	<p>Work on plan that will increase the number of scholarships available for part time students for the March 2016 application deadline.</p>	<p>Team</p>