

College Action Project Worksheet for NEW CAP Projects – October, 2014

CAP #1.5.1: *Design graduation initiatives to increase degree or certification completion.*

- *Increase pathways for students to see the “finish line” by assessing and improving infrastructure, processes, and procedures that support completion.*
- *Crease consistent and interactive web presences of programs that meet the needs of the student and other key stakeholders.*

Champion: *Fiona Hert*

1. Proposed CAP Team Members: *Diane Patrick, Registrar; Katie Daniels, Curriculum Specialist; Debbie Dewent, Executive Assistant Provost’s Office; Lynnae Selberg, Program Director, Counseling and Advising; Sarah Dorer, Director, Student Life; Bryan Vliem, Assistant Registrar; Kevin Dobreff, Music - Arts and Sciences faculty; Becky Brinks, Child Development - Arts and Sciences faculty; Chad Lodenstein, Automotive – SWD faculty; Dan Gendler, SICE Program Director; SWD; and Amy Koning, Associate Dean of Operations, SWD.*

I will also be a member of Diane Patrick’s CAP 1.5.2 – Implement College Generated Graduation Process and Procedures and will utilize this team to support and inform this CAP, 1.5.1.

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

The purpose of this College Action Project is to improve GRCC processes and procedures in order to positively impact completion rates. Primary activities include an assessment of graduation practices and procedures and a review and creation of a website template for programs and departments that will improve student usage. The key areas of focus will be plan codes and Degree Works, two systems that are fundamental to the degree designation and completion reporting process.

While this project will assess current GRCC practices, policies, and infrastructure that support graduation throughout the college, it will also target interventions for improvement in alignment with the HLC Street to Completion project including four program areas: Transfer (007), Automotive (922), Accounting (128), and Culinary Arts (151).

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

Goal 1: *To increase graduation yield rate of GRCC by 1 – 2% in the next three years (2011-2012 graduation yield: 7% (those that earned a degree and those that earned a degree and also transferred – Date Source: IRP 2011-2012 Students as of Fall 2012)*

Goal 2: *To improve consistency in appearance and content of program websites. By the end of three years, all 24 of GRCC’s academic departments will utilize the template that will be developed.*

Goal 3: *To create policies and procedures on plan codes that are consistent across all departments. Designation and deactivation of student plan codes will be reviewed.*

Goal 4: *Training in Degree Works for all academic departmental ESP's will have occurred so they can assist students and faculty in assisting students.*

4. What **measurable criteria** will be used to determine this project's success?
 1. *Graduation rates will increase by 1-2% overall from 7% to 9%.*
 2. *Graduation rates for Automotive students in plan codes 921 and 922 will increase by 1% in both 2016 and 2017. Culinary Arts, Accounting, and Transfer will each increase by 1% as well.*
 3. *Websites for 24 academic disciplines/departments will be populated and available for student and stakeholder use. Website analytics will be determined for a baseline in order to gauge improvement.*

5. What **Indicators of Success** will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.
 - a. *This project will directly affect the percent of GRCC graduates overall (graduation yield) as well as 2P1, Core Indicator for Perkins, an indicator of success for the Workforce Pathways.*

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

Assistance from IT, Provost's Office, IRP, and other staff will be needed as demonstrated by attending meetings, follow through on projects, and a commitment to participation in communications through phone calls and emails.

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			
Training	\$5,000	Web site; Degree Works for staff	Staff Development
Equipment/ Software	\$12,000- \$15,000	1. Degree Works/PeopleSoft - costs for "patches" and other supporting software to improve the accuracy of Degree Works will be required. 2. Graduation Audit software (2 nd or 3 rd year of the project)	SLT and IT
Other			
TOTAL Cost Estimate	\$20,000		

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

If yes, please describe briefly:

Degree Works patches may need to be purchased in spring 2015. Funding will need to be requested in an off cycle request or through use of current and available resources.

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

Month	Activity	Person Responsible
<i>July, 2014</i>	<i>Develop plan for a “Plan Code Summit” involving all key stakeholders in plan code designation.</i>	<i>Fiona Hert Diane Patrick Katie Daniels Debbie Dewent</i>
<i>August, 2014</i>	<i>Begin work on mapping processes for graduation.</i>	<i>Dan Keyes Fiona Hert Lynnae Selberg Sara Dorer</i>
	<i>Establish schedule for focus groups in academic departments in order to solicit input from faculty and staff on practices that support student graduation.</i>	<i>Fiona Hert DH/PDs/ESP’s</i>
	<i>Review IRP data on lost students who may have been suspended or who may have been on academic probation.</i>	<i>Bruce Morrison</i>
<i>September, 2014</i>	<i>Co-host a Plan Code Summit (using Deans Council/Associate Deans Plus and other key stakeholders)</i>	<i>Deans Council Provost’s Office</i>
	<i>Draft policy on Plan code designations and how long a student may stay in a plan code before he/she is deactivated.</i>	<i>AGC</i>
	<i>Begin design of website template.</i>	<i>Amy Koning IT</i>
	<i>Meet with Automotive and Accounting to review IRP data (IRP 5/30/2014) on student success rates in specific courses.</i>	
	<i>Confirm schedule and complete focus groups. Draft report on departmental graduation practices.</i>	<i>Fiona Hert</i>
	<i>Review mapping process for graduation with CAP team.</i>	<i>Dan Keyes CAP Team</i>

October, 2014	Host "lost" student focus group on October 23, 2014. (Students who stopped out for one year and returned fall 2014.)	Fiona Hert Ann Sandberg Amy Koning and other facilitators and recorders
November, 2014	<p>Host a pilot focus group for students who intend to graduate Fall 2014. Goal: Determine what processes and support students need to file and complete their last semester and encourage their participation in our May graduation ceremony.</p> <p>Host two My Degree Path (MDP) Trainings (November 13 and November 21) for ESPs in order to improve and increase MDP familiarity and utilization.</p> <p>Send email reminder to students who are likely to graduate based on credit accumulation in Fall 2014 to file for their graduation audit. (This process has resulted in a 6% increase in graduation audit filings as of 2013-2014.)</p> <p>Revisit Plan Code Summit; This session did not occur after discussion with Interim Provost. A session was held in September with Student Affairs staff and faculty to determine issues with Plan Codes. An update on plan codes and policies impacting plan codes should be considered and discussed at Deans Council.</p> <p>Analyze departmental student progress to completion for Fall 2014 with Department Heads.</p> <p>Web page development – continue to support progress on web page policy as led by Communications.</p>	<p>Sara Dorer Fiona Hert Bryan Vliem</p> <p>Amanda Glick Jeremy Osborn</p> <p>Bryan Vliem</p> <p>Tina Hoxie</p> <p>Chad Lodenstein Dan Gendler Kevin Dobroff Becky Brinks</p> <p>Amy Koning Leah Nixon</p>
December, 2014	<p>Analyze data from student focus groups. Analyze inventory and feedback on graduation processes and cross college graduation/completion activities that have occurred in Fall 2014.</p> <p>Review Lost data from 2013-2014 and assess progress.</p>	<p>CAP Team members</p> <p>Fiona Hert</p>

	Utilize web page policy to create template for departments and programs	Amy Koning
January, 2015	Collaborate with CTE (Center for Teaching Excellence) to promote faculty and adjunct faculty utilization of MDP. Validate usage and coordinate trainings. Data indicates that less than half of full time faculty and only 23 adjunct faculty have trained in MDP as of October 2014 since inception in 2012.	Jeremy Osborn Fiona Hert Amanda Glick
February, 2015	Communicate with non-programmatic discipline faculty to assess graduation/completion student messaging.	Fiona Hert
March, 2015	Review graduation audit processes to reduce time from filing to award of certificate or degree. Test departmental web page template with 5 departments.	Diane Patrick Bryan Vliem Amy Koning
April, 2015	Assess usage of MDP by faculty and staff as a result of increased trainings. Assess student usage to monitor increase.	Jeremy Osbon Amanda Glick ProDeans
May, 2015	Compile list of graduation initiatives and monitor progress on CAP activities based Fall 2014 completion data.	Fiona Hert Department Heads/Program Directors – Arts and Sciences and Workforce Development
June, 2015	Assess impact of year-long activities including CAP 1.5.2. to determine impact on improving completion rates. Determine goals and activities for 2015-2016. Implement new web page format for 5 GRCC departments.	CAP Team Amy Koning IT Communications/Leah Nixon
July, 2015	Complete written report of year end review of 2014-2015 activities including CAP 1.5.2. to determine impact on improving completion rates. Determine goals and activities for 2015-2016.	Fiona Hert CAP Team