

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

CAP: 1.5.2

Champion: Diane Patrick

1. Proposed CAP Team Members:
    - *Amanda Kruzona, Student Records Senior Technical Specialist, Bryan Vliem, Associate Registrar, Diane Patrick, Associate Dean/Registrar, Open Position, Transfer and Articulation Specialist, Fiona Hert, Dean - Workforce Development, Jody Graves, Enterprise Analyst - IT, Lynnae Selburg, Director- Counseling and Career Center, Mary Kay Bethune, Customer Service Manager-Financial Aid Office, Matthew Novakoski, ESP- Student Records, Raynard Ross, Associate Dean- Student Success and Retention, Tina Hoxie, Associate Provost/Dean of Students, Whitney Harper, Counselor- Counseling and Career Center*
  2. Describe the **purpose** of this project including a description of the associated activities. (100 words or fewer)
    - *The purpose of CAP 1.5.2 is to design, test, and implement procedures to automatically graduate students who have met the criteria for a degree or certificate. (CAP 1.5.2 is a continuation from the previous CAP 1.1.1.)*
  3. Describe the **goals** of this Action Project (in 100 words or fewer)
    - 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.
  4. What **measureable criteria** will be used to determine this project's success?
    - *Increased number of certificates granted*
    - *Increased number of Associates' Degree granted*
  5. 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.*
  6. What **personnel resources** will be required to deliver the project successfully?
    - *Staff time from IT to run DegreeWorks query.*
    - *Student Records staff time to pull reports on selected students from DegreeWorks.*
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- *Student Records staff time to review audits, post degrees and mail diplomas and certificates.*
- *Student Records student assistants time to sort and stuff diploma mailing envelopes.*
- *Contingency help to assist during the graduation audit and diploma printing and mailing processes.*

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	\$600.00 for printing and \$400.00 for postage.	Increased printing of diplomas (Recurring) Increased mailing of diplomas (Recurring)	Would need additional funding from SLT
Training	N/A		
Equipment/ Software	11,000 Estimated (unknown)	Investigate software for graduation/posting of transfer credit. Could be recurring depending on licensing.	SLT request.
Other	N/A		
TOTAL Cost Estimate	\$21,000.00		

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:

- At this time this is an estimate. The current Student Records/Registrar's Office budget is unable to cover the above expenses with automatically graduating students. It is expected more students will be graduating. This will incur added dollars needed from the Student Records/Registrar's budget for printing and mailing of diplomas and certificates, we would look to SLT for additional funding. This is also an estimate for equipment/software as we will needed to do some update investigation on products available.

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

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Month	Activity	Person Responsible
August, 2014	<p>Development and implementation of a communication plan and timeline.</p> <p>Benchmark/investigate possible graduation software/equipment.</p> <p>GRCC's IT Department to train Student Records staff on PeopleSoft 3C's/ComGen.</p> <p>Develop and receive input on the new online <i>Graduation Application Form</i>.</p> <p>Discuss communication, training, and roll out timeline plan for the Graduation Application Form.</p>	<p>CAP 1.5.2 Team</p> <p>CAP and Student Records</p> <p>/ITStudent Records/Registrar Office</p> <p>CAP 1.5.2, Counseling and Career Center, Faculty and Student Records/Registrar Office</p>
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>
October, 2014	Run final version of query off DegreeWorks and conduct a spot check with a manual graduation audit for	Student Records/Registrar

	<p>accuracy.</p> <p>PeopleSoft 3Cs/ComGen email module training.</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>Staff.</p> <p>IT/Student Records/Registrar</p> <p>Student Records/Registrar Office</p> <p>Student Records/Registrar Office</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>
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>
January, 2015	<p>Incorporate processes with the graduation ceremony work. Develop a flyer to put in diploma mailings.</p>	<p>CAP 1.5.2/ Dean of Students</p>

	<p>Develop, with IRP, 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.</p>	<p>Office/Student Life CAP 1.5.2/ IRP</p> <p>Student Records/Registrar Office</p> <p>CAP 1.5.2/Student Records/Registrar Office/Financial Aid Office</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>3C's/ComGen training continues</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>
March, 2015	<p>Incorporate process changes, review communications and receive input from campus community and SLT to get ready for fall 2014 auto graduates.</p> <p>Send student satisfaction survey to the College Generated graduated summer students.</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</p>	<p>CAP 1.5.2/Student Records/Registrar Office</p> <p>Student Records/Registrar Office</p> <p>Student Records/Registrar/ CAP 1.5.2</p> <p>Student Records/Registrar/IT</p>

	days to decline the graduation offer.	
April, 2015	<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 communication.</p>	<p>Student Records/Registrar Office</p> <p>CAP 1.5.2/GRCC Communication Office/Student Records/Registrar Office</p>
May, 2015	<p>Analyze data for both semesters.</p> <p>Review survey results and make needed adjustments to communication, timelines, and processes for any flaws, complaints and/or concerns.</p> <p>Send student satisfaction survey to the College Generated Graduated students for fall 2014.</p>	<p>CAP 1.5.2</p> <p>CAP 1.5.2</p> <p>Student Records/Registrar Office/ IRP</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>CAP 1.5.2/Student Records Registrar Office</p> <p>IT/Student Records/Registrar Office</p> <p>IT/Student Records/Registrar Office</p>
July, 2015	<p>Stage 2: After 30 days, post degrees and send congratulations communication.</p> <p>Send Student Satisfaction Survey to the College</p>	<p>Student Records/Registrar Office</p> <p>Student Records/Registrar</p>

	Generated Graduated students for winter 2015.	Office
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