

College Action Project Worksheet for CAP Projects – October 21, 2016 Update

CAP: 1.2.5 First Scholars Project

Champion: Raynard Ross

1. CAP Team Members (name/department):

- Chris Sain, Student Success & Retention
- Travis Steffens, Student Success & Retention
- Katie Daniels, Curriculum and Assessment
- Kathy Mullins, GRCC Foundation
- Holly Kleyn, Finance Dept.
- Evan Macklin, Student Life (Recently Transitioned to Admissions & Enrollment)
- Michael Schavey, Experiential Learning
- Marisol Blanco, College Success Center
- Donna Kragt, Dean of Institutional Research
- Brian Daily, Academic Support & Tutoring Services
- Erin Busscher, Academic Advising & Transfer Center
- Fred Zomer, Academic Advising & Transfer Center
- Magdeline Montes-Spruit, TRiO Student Support Services

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

The purpose of the First Scholars Project remains to significantly increase the percentage of full time FTIAC's who earn an associate's degree within 3 years of enrolling.

The crux of this efforts lies within an incentive based program that encourages students to participate in activities that promote student success. These activities include programming and resources related to academic development, academic planning, supplemental skill building (i.e. time management, study skills, etc...), and institutional involvement/engagement. Examples related to these are utilization of tutoring, advising, and career counseling as well as attending workshops, campus events, or joining and actively participating in student organizations.

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

The project goals are:

- a. Increase 3 year graduation rates of FT FTIAC's from 14% to 20%
- b. Increase retention of FT status of these cohorts semester to semester

4. What **measurable criteria** will be used to determine this project's success? Measurable criteria are spread throughout the primary process objectives of First Scholars. Those process objectives are in the areas of: Educational and Career Planning, Engagement, and Academic Development

The table below illustrates the measurable criteria for each

Educational and Career Planning	Engagement	Academic Development
#/% of First Scholars who had a face-face meeting w/advisor	#/% of eligible First Scholars that register with the program.	#/% of First Scholars to use lab in each month of academic year (Fall and Winter semesters).
#/% First Scholars with Completed Education Plan by the end of the 1st semester	#/% of First Scholars registered with a First Scholars organization	#/% of First Scholars completing online program educational modules (i.e. increasing Library literacy)
% of First Scholars who register FT for Winter semester by end of Fall semester	#/% of First Scholars that attend campus events	#/% of First Scholars to use office hours in each month of academic year (Fall and Winter semesters).
	Average # of events attended per student	
	#/% of First Scholars that attend First Scholar Events	
	#/% of First Scholars contacted to promote connection with campus personnel	
	# of outreach efforts from First Scholar team	

5. Please provide the **results of your lead measures** to date (either tables or charts)
- This is the first semester of project implementation so the data below is only representative of the initial month of implementation (September):

Lead Measure	First Month (baseline) %	Year-end goal by %
First Scholars that attend campus events	2.6	20
First Scholars utilizing academic support services and resources	49.2	65
First Scholars who saw an academic advisor	9.6	25
First Scholars who utilized an academic advisor to develop an educational plan	2.9	10
First Scholars utilizing	0.6	5

career counseling		
First Scholars that joined a student organization.	3.5	15

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

- % of First Scholars that graduate within 3 years of initial enrollment
- % of First Scholars retained Fall to Winter with FT status
- % of First Scholars retained Fall to Fall with FT status
- % of First Scholars that successfully transfer
- % of First Scholars actively participating in project incentive program.

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

It may be necessary to consider devoting more hours to appropriate follow up to increase program participation. This includes raising awareness, participation in identified First Scholar activities, and intentional follow up and recognition of First Scholars.

8. What **additional resources** will be required to develop and/or sustain the project? Necessary financial resources are included in the table below:

Category	Cost	Explanation (one time or recurring)	Which budget will cover these costs?
Incentives	TBD	Recurring expense that has not yet been fully realized due to Sept being the first month in which points could be earned. However, this will likely be the largest expense for the project as incentives are available to those students who've earned the needed number of points.	Currently SLT
Printing	\$850 per/yr	Recurring printing of various promotional materials	Currently SLT
Scholarship Raffle	\$10,000 per/yr	Five, \$500 opportunities Six, \$250 opportunities Ten, \$100 opportunities Awards are determined by point earning for each semester (Fall and Winter)	50/50 between SLT and GRCC Foundation
Event Food	\$1500	Snacks and other food for student events (i.e. mixers)	SLT
Professional Development	\$5000	One time occurrence to gain strategic knowledge for First Year student retention.	SLT and SSR budget

9. Will this project require any **additional budget dollars** for the 2016-2017 academic year that have not already been secured? _x_NO _Yes

10. Provide a 12-month work plan for this project:

Month	Activity	Person Responsible	Status as of October 2016
August, 2016	<p>1a. Hosting info sessions for students and parents.</p> <p>1b. Participation in institutional back to school activities.</p> <p>1c. Update web and other avenues (OrgSync) for sharing of pertinent project info.</p>	<p>Office of Associate Dean of Student Success & Retention</p> <ul style="list-style-type: none"> • Associate Dean • Coordinator of Student Success & Retention • Support Professional for Assoc. Dean Student Success & Retention. 	<p>1a. Four info sessions were hosted with approximately 150 families attending across all four sessions.</p> <p>1b. First Scholars was represented at Raider Rally and Welcome Week activities.</p> <p>1c. Web page updated and OrgSync page created.</p>
September, 2016	<p>1a. Weekly drop in info sessions.</p> <p>1b. Roving info team in high traffic and lounge areas.</p> <p>2. Athletic events, workshops, departmental activities, lecture series, and student organization social gatherings.</p> <p>3. Load student names into spreadsheets and develop formula for activity tracking</p>	<p>1. CAP Team members</p> <p>2. CAP sub team for student engagement.</p> <p>3. Support Professional for Assoc. Dean Student Success & Retention</p>	<p>1. No weekly drop in info sessions held or roving info teams during September. Instead informational presentations were made during visits to CLS 100 classes.</p> <p>2. CAP Team participation was provided for volleyball games, Diversity Lecture Series, off</p>

			<p>campus volunteer activity, and First Scholar social events.</p> <p>3. All active students loaded into point tracking Excel document.</p>
October, 2016	<p>1. Analyze attendance and participation data</p> <p>2a. Continued awareness campaign with drop in information sessions and visit to FYE classes.</p> <p>2b. Recognize involved students via web, newsletter, and social media</p>	<p>1. Associate Dean of Student Success & Retention.</p> <p>2a. CAP Team</p> <p>2b. Support Professional Assoc. Dean, SSR</p>	<p>1. As referenced in question #5 above, current participation is relatively low but close to half of First Scholars have utilized Academic Support and Tutoring Support.</p> <p>2a. Visits to FYE classes in Fall have been completed to inform prospective First Scholars of the purpose and benefits of the project.</p>

			2b. More effort should be given in this area as no recognition has been given regarding high involved students.
November, 2016	<p>1. Analyze attendance and participation data. Particularly two subsets of students: a) Those participating in tutoring services to compare incidents of academic challenges as indicated via our Early Alert system. b) Those who met with their assigned academic advisor and/or other educational planning activities to gauge potential impact on second semester FT registration.</p> <p>2a. Outreach to non-registered First Scholars to influence registration and offer necessary resources if barriers are present that interfere with continued enrollment</p> <p>2b. Host registration mixer</p>	<p>1. CAP sub team for academic development and Office of Associate Dean of Student Success & Retention</p> <ul style="list-style-type: none"> • Associate Dean • Coordinator of SSR <p>2a. CAP sub team for academic advising and Office of Associate Dean of SSR</p> <ul style="list-style-type: none"> • Support Professional for Assoc. Dean, SSR <p>2b. Associate Dean, SSR and CAP team members</p>	<p>1a. N/A</p> <p>2a. Outreach made to all First Scholars reminding of registration. No specific outreach to unregistered First Scholars yet.</p> <p>2b. Registration Mixer scheduled for Oct. 25th.</p>
December, 2016	<p>1a. Host end of semester celebration and scholarship award</p>	<p>1a. Office of Associate Dean and CAP sub team.</p> <p>1b. Support Professional</p>	<p>1a. N/A</p>

	<p>event</p> <p>1b. Public acknowledgment via various institutional avenues</p> <p>2. Review all end of semester participation data and impact based on assessment rubric.</p> <p>3. End of semester student focus group and survey.</p>	<p>Assoc. Dean of SSR.</p> <p>2. Associate Dean of SSR and CAP sub team for assessment.</p> <p>3. Office of Associate Dean, SSR</p> <ul style="list-style-type: none"> • Associate Dean • Coordinator of SSR <p>Support Professional, Assoc. Dean SSR</p>	<p>1b. N/A</p> <p>2. N/A</p> <p>3. N/A</p>
January, 2017	CAP Team mini retreat	CAP Team	N/A
February, 2017	<p>Leveraging campus wide communication avenues to bring awareness.</p> <p>Maximizing project web and social media presence.</p>	Support Professional, Associate Dean of SSR	N/A
March, 2017	<p>a. Outreach to non-registered First Scholars to influence registration and offer necessary resources if barriers are present that interfere with continued enrollment</p> <p>b. Host registration mixer</p>	<p>a. CAP sub team for academic advising and Office of Associate Dean of SSR</p> <ul style="list-style-type: none"> • Support Professional for Assoc. Dean, SSR <p>b. Associate Dean, SSR and CAP team members</p>	N/A
April, 2017	<p>1a. Host end of semester celebration and scholarship award event</p>	<p>1a. Office of Associate Dean and CAP sub team.</p> <p>1b. Support Professional</p>	N/A

	<p>1b. Public acknowledgment via various institutional avenues</p> <p>2. Review all end of semester participation data and impact based on assessment rubric.</p> <p>3. End of year student focus group and survey</p>	<p>Assoc. Dean of SSR.</p> <p>2. Associate Dean of SSR and CAP sub team for assessment.</p> <p>3. Office of Associate Dean, SSR</p> <ul style="list-style-type: none"> • Associate Dean • Coordinator of SSR <p>Support Professional, Assoc. Dean SSR</p>	
May, 2017	Full data collection and review of indicators for all eligible First Scholars regardless of participation in project	CAP Team	N/A
June, 2017	<p>1. Analyze and assess everything related to first year implementation in regards to data related to overall program participation, course success, and retention.</p> <p>2a. Hosting info sessions for students and parents.</p> <p>2b. Leveraging campus wide communication avenues to bring awareness.</p> <p>Maximizing project web and social media presence.</p>	<p>1. CAP Team</p> <p>2. Office of Associate Dean of Student Success & Retention</p> <ul style="list-style-type: none"> • Associate Dean • Coordinator of Student Success & Retention <p>Support Professional for Assoc. Dean Student Success & Retention</p>	N/A

11. When will your Team meet? Please provide **Team meeting dates** for August 2016 to June 2017

August N/A

September

- Sept. 2nd First Scholars Advising
- Sept. 20th First Scholars CAP Team

November

- Nov. 14th First Scholars Advising
- Nov. 18th First Scholars CAP Team

December

- Dec. 20th CAP Team

January

- Jan 20th CAP Team

February

- Jan 17th CAP Team

March

- March 17th CAP Team
- March 20th Advising Team

April

- April 20th CAP Team

May

- May 17th CAP Team

June

- June 15th CAP Team

11 .What **new CAPs** would your CAP team suggest as natural next steps to your current project?

None at this time.
