Final Report & Recommendations
Complete College OCCC
Probation/Suspension
Project Team

Tammy Madden and Bertha Wise
Complete College OCCC Leadership Team Meeting
April 23, 2014
Team Members

- Jennifer Allen, Social Sciences
- Sonya Gore, Financial Aid
- Al Heitkamper, Information Technology
- Darby Johnsen, Academic Affairs
- Tammy Madden, Academic Advising
- Joyce Morgan-Dees, Institutional Effectiveness
- Alta Price, Student Support Services
- Raul Ramirez, Chemistry and Biological Science
- Christy Rogers (2013), Jon Horinek (2014), Recruitment and Admissions
- Alan Stringfellow/Jill Lindblad, Records and Graduation Services
- Elaine Svec, Planning and Research
- Bertha Wise, English and Humanities
- Tamala Zolicoffer(2013), Charles Myrick (2014), Business
Accomplishments!

• Online withdrawals are now possible even if a student has a hold.

• Plans to communicate the posting of an “F” grade when it goes onto their transcripts rather than their waiting to find out at a later date.

• Advising presentation in SCL classes will include an emphasis on the importance of understanding Academic Standing, the meaning of grades W and F, the long-range impact of an F, and how to apply for academic forgiveness, renewal, and reprieve.

• Financial Aid has already instituted an adjusted GPA to support students’ Satisfactory Academic Progress.
Recommended Initiatives

COMMUNICATION - Initiative 1:
• Replace or upgrade the campus wide early alert system.

TRANSFER STUDENT SUPPORT - Initiative 2:
• Establish entry procedures for transfer students entering on probation or suspension from another school.

RETENTION & PERSISTENCE - Initiative 3:
• A Peer Mentoring Program be created and staff be hired to coordinate such a program.

NEW STUDENT SUPPORT - Initiative 4:
• A comprehensive strategy be developed by the Enrollment Management Committee to require all identified students enroll in the Success in College & Life (SCL) during their first two semesters at OCCC.
COMMUNICATION - Initiative 1:

Replace or upgrade the campus-wide early alert system with goals to:

- strongly support faculty engagement (intrusively and persistently)
- assist in collaboration of ‘touch point’ parties
- provide a robust comprehensive, transparent communication system among faculty and staff for student benefit
COMMUNICATION - Initiative 1:

Partial Implementation: December 2014
Full Campus Wide Implementation: July 2015

Steering Committee Representatives:
• IITS
• Academic Advising
• Admissions
• Student Support Services
• Faculty Association
• Center for Learning & Teaching
• Records & Graduation Services
• Academic Affairs
COMMUNICATION - Initiative 1:

**Action Item 1.1:**
- Establish a campus steering committee to review, select, plan implementation, and submit purchase recommendation of the comprehensive system. (May 15, 2014)

**Action Item 1.2:**
- Establish FERPA training for every employee user of system and ongoing strategy for continuous training and maintenance of users. (November 30, 2014)

**Action Item 1.3:**
- Establish and begin required training of the designated system for every employee (faculty and staff) user. (December 2014)

**Action Item 1.4:**
- Establish a plan of sustained maintenance of the system and oversight. (December 2014)
TRANSFER STUDENT SUPPORT - Initiative 2:

Establish entry procedures for transfer students entering on probation or suspension from another school.

**Action Item 2.1:**
Prepare informational material (print & media) and distribute to student upon admission and make available throughout college community. (Fall 2014)

**Action Item 2.2:**
Require orientation for students entering on probation or suspension from another school. (Spring 2015)
Initiative 3: RETENTION & PERSISTENCE

The committee recommends that a Peer Mentoring Program be created and staff be hired to coordinate such a program.

**Action item 3.1:**
Explore examples of Peer Mentoring Programs and propose an adapted model for OCCC and assessment strategy. (June 2014)

**Action item 3.2:**
Hire and train personnel (Fall 2014)

**Action item 3.3:**
Implement program (Spring 2015)

**Action item 3.4:**
Assess program (Summer 2015)
NEW STUDENT SUPPORT - Initiative 4:

A comprehensive strategy be developed by the Enrollment Management Committee to require all identified students to enroll in the Success in College & Life during their first two semesters at OCCC.

**Action item 4.1:**
- Identify percent increase target in SCL enrollment for first time college students within first two semesters. (Fall 2014)

**Action item 4.2:**
- Establish routine assessment processes for SCL enrollment and strategies for a coordinated proactive approach to ensuring target measures are being met. (Spring 2015)
Recommended Initiatives Budget

• COMMUNICATION - Initiative 1:
  – $20,000 – $45,000 for initial startup depending on system selected
  – $5,000 - $38,000 for annual continuation
  – In kind contribution would be personnel

• TRANSFER STUDENT SUPPORT - Initiative 2:
  – $1,000 for printing
Recommended Initiatives Budget

• RETENTION & PERSISTENCE - Initiative 3:
  – $115,000
    • Coordinator $75,000 Salary & Benefits
    • Student Staff $20,000 Salary
    • Supplies $20,000

• NEW STUDENT SUPPORT - Initiative 4:
  – $80,000 – could be higher depending on need for personnel
    • Additional adjunct faculty
    • Additional academic advising staff
Thank You, Committee Members!