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!