AQIP Retention Project

Project Charter - 06/05/2013

Project Overview

The focus of the AQIP Action Project team on Retention will be to study and recommend the design of proactive, research-based student retention strategies. These strategies may include the enhancement and use of existing systems, case management for retention interventions, and other means to increase student retention.

I. Problem Statement

Problem: Students are faced with many challenges when attempting to obtain a certificate, degree or some other personal goal when attending Mott Community College. These challenges may be social, economic or personal in nature and affect the students ability to be successful. Mott Community College has a desire and an interest in determining which challenges should be addressed and to what level.

The current perception is that Mott Community College has low graduation rates. However, the problem lies in identifying what an acceptable rate should be, and recommending ways in which to reach the targeted goal rate.

II. Opportunity

This project allows Mott Community College to analyze what actions are currently underway to assist with student graduation and recommend new strategies as well as improvements on existing initiatives. Mott Community College will also be in line with changing governmental metrics and be able to take advantage of future funding.

The overarching concept of this project is that when students are successful, Mott Community College and the surrounding community we serve will be successful.

III. Goal Statement

Increase graduation and successful goal completion using existing data, research, term based and long range strategies.
IV. Scope

The current scope of this project will be limited to:

- Evaluate existing retention strategies on campus and recommend improvement strategies:
  - Review current MCC retention and graduation data
  - Determine how current strategies can be evaluated
  - Review existing best practices and literature
- Identify new initiatives and/or strategies for successful retention:
  - Degree / goal completion

V. Constraints

- Time constraints due to meeting schedule conflicts.
- Numerous means of defining retention based on the goals of the student and mission of the college.
- Not all retention specific data are collected at this point

VI. Assumptions

- This team will assume the measure of retention success will be limited to degree and certificate seeking students only, although the recommended strategies would apply to students with other educational goals.
- The use of IPEDS definition of graduation will be taken into consideration but the group will not be limited to this definition.

VII. Key Stakeholders:

The following users/groups are important stakeholders in this project:

- All Faculty - being the eyes and ears on our students, they are the most likely to identify potential issues with students and be the first line of interaction for retention actions.
- Student Services - Counselors and other parties that will need to deal with retention issues, and will be funded and managed by the Student Services area
- Academic Affairs - Programs and courses may need to be adjusted to align with retention strategies. New offerings may need to be established to assist with various challenges.
- ITS / Informational Research - Data needs to be collected and analyzed to establish metrics for evaluating the effectiveness of a particular solution and help identify areas of opportunity.
- Surrounding Community - Increased graduation success also improves the quality of life in the community.
VIII. Project Sponsor(s):
Cheryl Bassett - Chief Technology Officer
Dolores Sharpe - AQIP Representative - Executive Dean,

IX. Budget and Timeline
The Retention Action Project is tasked with providing recommendations only, therefore budgets required to implement some of the suggested strategies will be evaluated at the time those projects are approved. This team is tasked with providing the recommendations by 04/30/2014.

X. Approach and Organization:
Mott AQIP projects follow the “Continuous Quality Improvement” methodology (outlined below). This team is only tasked with providing recommendations so we will only work up to step #4 in the CQI process.

Final meeting minutes and documentation will be shared for public use on the www.mcc.edu site at:
http://www.mcc.edu/aqip/aqip_actproj_retention.shtml

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<thead>
<tr>
<th>Step</th>
<th>Action / Step</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>1</td>
<td>Identify area for improvement</td>
<td>06/2013 - 11/2013</td>
</tr>
<tr>
<td>2</td>
<td>Define current situation</td>
<td>06/2013 - 11/2013</td>
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<tr>
<td>3</td>
<td>Analyze current situation</td>
<td>11/2013 - 02/2014</td>
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<tr>
<td>4</td>
<td>Develop an improvement theory</td>
<td>02/2014 - 04/2014</td>
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<tr>
<td>5</td>
<td>Implement best strategies</td>
<td>N/A for project</td>
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<td>6</td>
<td>Monitor results</td>
<td>N/A for project</td>
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<tr>
<td>7</td>
<td>Adjust, standardize, or plan further</td>
<td>N/A for project</td>
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XI. Team Members
The project team consists of:

Dolores Sharpe - AQIP Representative, Executive Director - Academic Operations
Cheryl Bassett - Project Sponsor, Chief Technology Officer
Mike Cieslinksi - Co-Chair, Resource Coordinator - Student Services
Kirk Yaros - Co-Chair, Director - Enterprise Services

Janis Block - Faculty / Coordinator, Reading
Troy Boquelle - Executive Dean of Student Services
Avon Burns - Coordinator, Criminal Justice
Bernard Cunningham - Faculty, Mathematics
Mara Fulmer - Coordinator, Graphic Design
Dan Thomas - Counselor
Emily Varney - Interim Executive Director - Student Financial Services
Gail VanEtten - Counselor
Lynn Wandrey - Faculty, Biology
Patricia Ward - Faculty-Coordinator, Allied Health