

TERRA STATE COMMUNITY COLLEGE
Fremont, OH 43420

REQUEST FOR BOARD ACTION

MEETING DATE: June 29, 2016

TOPIC: Campus Completion Plan

Under Section 3345.81 of the ORC each institution of higher education is to develop its own completion plan. The purpose of the Campus Completion Plan is to develop a systemic improvement plan for institution-wide policy and practice change, that reaches the departmental and classroom level for direct impact on student persistence and completion. The plans must be adopted by the institution's Board of Trustees, submitted to the Chancellor, and updated at least once every two years.

In June 2014, the previous two-year plan was approved and submitted to the Chancellor. Since June 2014, various faculty and staff have been working to enhance student retention and completion; a report on the 2014 plan is enclosed. Through the efforts of the Student Success Leadership Institute team in collaboration with other faculty and staff, a revised two-year plan for 2016-2018 was created to assist in enhancing student retention and completion. Once the report and revised plan has been adopted by the Board of Trustees a copy of the Campus Completion Plan will be sent to the Chancellor by June 30, 2016.

***See enclosed document**

PROPOSED MOTION:

I propose that the Terra State Community College Board of Trustees moves to approve the enclosed Campus Completion Plan Report for 2014-2016 and the Campus Completion Plan for 2016-2018.

Motion by: Trustee Montowski Second by: Trustee Koebel
Voting Aye: Trustees: Koebel, Overmyer, Carte Sears, Montowski, and Berlekamp.
Motion passed.

Campus Completion Plan 2016-2018

Campus Completion Plan — Terra State Community College — Target Metrics							
Outcome	Metric	June 2016 Performance	Acceptable Performance	Aspirational Performance	Target Due Date	Responsible Party	CCP Category
1 Increase College presence in feeder High Schools	Number of annual High School Visits	138	150	165	6/30/2018	Dean, Enroll. Services	Connection
2 Maintain at current levels or increase recruitment of College Credit Plus Students (Tech Prep/PSEO)	Unduplicated annual headcount	850	850	920	6/30/2018	Dean, Enroll. Services	Connection
3 Maintain at current levels or increase enrollment of non-traditional students in vocational and technical programs [note 1]	Unduplicated annual headcount	748	748	800	6/30/2018	Academic Deans Dean, Enroll. Services	Connection
4 Administer Terra State placement tests (Accuplacer) to high school students to improve awareness of college and college readiness	Number of tests administered to high school students	645	645	710	6/30/2018	Dean, Enroll. Services	Connection
5a Explore development of a "Bring Your Own Device" (BYOD) program, including identifying necessary bandwidth enhancements and other financial and space requirements	Complete BYOD campus needs assessment	n/a	Complete Needs Assessment	Identify potential grant funding	6/30/2017	Dean, Enroll. Services; Director, IT	Entry
5b	Develop a BYOD program plan	n/a	Complete Plan	Secure grant funding	6/30/2018		
6 Explore implementation of mandatory academic and career advising until sophomore standing (faculty/professional advisor)	Proportion of first-year students completing advising	40%	65%	100%	6/30/2018	Dean, Enroll. Services	Entry
7 Establish equivalency in support services for distance students (online tutoring; book purchases; remote counseling referrals)	Proportion of identified services with DL equivalents	50%	75%	100%	6/30/2018	Director, ASC	Entry
8 Increase first-time, non-transfer, non-CCP first-term enrollment in GEN 1000 [note 2]	Proportion of students enrolled in GEN 1000 in first term	35%	50%	75%	6/30/2018	Director, Advising and Student Success	Entry

Campus Completion Plan 2016-2018

Campus Completion Plan — Terra State Community College — Target Metrics							
Outcome	Metric	June 2016 Performance	Acceptable Performance	Aspirational Performance	Target Due Date	Responsible Party	CCP Category
9 Increase appropriate student enrollment in thematic sections of GEN 1000 by area of study (healthcare, law enforcement, STEM, transfer, performance & digital media, business, engineering, open options, veterans)	Proportion of themed sections offered	0%	50%	75%	6/30/2018	Director, Advising and Student Success	Entry
10a Increase number of faculty opportunities available to educate faculty on holistic advising strategies	Develop advising manual for faculty	n/a	Completion of Faculty Advising Manual	Completion of print manual and electronic version upload	6/30/2017	Director, Advising and Student Success;	Entry
10b	Offer in-person and online training opportunities	n/a	4 Sessions	6 Sessions	6/30/2018	Academic Deans	
11 Identify additional programs appropriate for adopting a cohort orientation model like the one implemented in Allied Health (specifically Nursing), utilizing strategies like group advising and milestone checkpoints	Identify a cohort program in another division in which we can replicate the Nursing model	n/a	1	3	6/30/2018	Faculty; Academic Deans	Entry
12 Offer CLEP/DANTES tests on campus	Number of tests administered	0	15	30	6/30/2018	Director, ASC	Entry
13 Review college policy concerning alternative credit procedures (CLEP/DANTES, credit by exam, prior learning, etc)	Policy updated and recommendations presented to appropriate committees for adjustment and implementation	n/a	Policy Reviewed	Recommendations presented	6/30/2018	Director, ASC; Manager, IT; Registrar	Entry
14 Implement automated student progression tracking system	Percentage of enrolled first year students active in system	0%	50%	75%	6/30/2018	Director, Advising and student Success	Entry / Progress

Campus Completion Plan 2016-2018

Campus Completion Plan — Terra State Community College — Target Metrics								
Outcome	Metric	June 2016 Performance	Acceptable Performance	Aspirational Performance	Target Due Date	Responsible Party	CCP Category	
15	Implement holistic academic advising [note 3]	Percentage of employees with academic advising responsibilities trained in holistic advising	24%	50%	75%	6/30/2018	Dean, Enr. Svc.; Director, Advising and student Success	Entry / Progress
16	Improve course success rate in high-W/F/U, high-enrollment courses (ACC1100, DLS1090, ENG1050, MGT1190, MTH0140, MTH1310, PSY1210)	A/B/C percentage rates in courses	ACC1100: 56.0% DLS1090: 72.0% ENG1050: 82.0% MGT1190: 61.0% MTH0140: 69.0% MTH1310: 68.0% PSY1210: 79.0%	75%	College Mean (FY15: 83%)	6/30/2018	Faculty	Progress
17	Maintain course success by College Credit Plus (PSEO/TP) students	A/B/C percentage rates in courses	97	97	100%	6/30/2018	Faculty Academic Deans	Progress
18	Increase course success by general College student body	A/B/C/D percentage rates in courses	TBD	TBD	TBD	6/30/2018	Faculty Academic Deans	Progress
19a	Evaluate course success [A/B/C] of flexible scheduling	Establish A/B/C/D baseline percentage in all course types	n/a	n/a	n/a	6/30/2017		
19b	Summer course types	Success in 8 week	TBD	TBD	TBD	6/30/2018	Academic Deans	Progress
19c		Success in 12 week	TBD	TBD	TBD	6/30/2018		
19d	Fall course types	Success in 8 week	TBD	TBD	TBD	6/30/2018	Lead Faculty Registrar	
19e		Success in 14 week	TBD	TBD	TBD	6/30/2018		
19f		Success in 16 week	TBD	TBD	TBD	6/30/2018		
19g	Spring course types	Success in 8 week	TBD	TBD	TBD	6/30/2018		
19h		Success in 14 week	TBD	TBD	TBD	6/30/2018		
19i		Success in 16 week	TBD	TBD	TBD	6/30/2018		
20	Explore implementation of meta majors pathways and alternative pathways for part-time students	Percentage of programs with pathways implemented	0%	50%	100%	6/30/2018	VPAA Academic Deans, Faculty	

Campus Completion Plan 2016-2018

Campus Completion Plan — Terra State Community College — Target Metrics							
Outcome	Metric	June 2016 Performance	Acceptable Performance	Aspirational Performance	Target Due Date	Responsible Party	CCP Category
21	Explore use of Banner to facilitate degree audit and completion	Processes identified n/a	Processes in place for certificates	Processes in place for all degree programs	6/30/2018	Registrar, Dean, Enr. Svc.	Completion
22a	Improve successful student placement in credit-bearing sequence of courses following developmental English and Math [note 4]	Establish baseline of percentage of students n/a	n/a	n/a	6/30/2017	Dev Ed Faculty Director, IR	Completion
22b		Improve percentage of students TBD	TBD	TBD	6/30/2018		
23	Evaluate program and curriculum offerings for continued relevance and viability	Local and national projections of need; industry assessment of relevance 0	5 per term	8 per term	6/30/2018	VPAA	Completion
24	Increase degree/certificate/TM completion among College and Career Readiness students (including one additional year)	Number of credentials awarded to CC+ students 4	10	20	6/30/2018	VPAA Faculty	Completion
25	Automatically award "reverse transfer" associate degrees to students who transfer to other institutions and complete degree requirements there	Number of associate degrees awarded 1	20	40	6/30/2018	Dean, Enroll. Services Registrar	Completion
26	Maintain or increase degrees/certificates awarded	Number of graduates; number of degrees and certificates earned 331 degrees & certificates	330	500	6/30/2018	Dean, Enroll. Services Coord. Industry Training Registrar	Completion
27	Open and grow enrollment at additional locations at University of Toledo's Scott Park Campus and Fostoria Learning Center	Number of students served in additional locations Fostoria: 9 Toledo: 5	Fostoria: 15 Toledo: 50	Fostoria: 30 Toledo: 100	6/30/2018	VPAA, Faculty, Dir. Satellite Svc.	Workforce Develop.

Campus Completion Plan 2016-2018

Campus Completion Plan — Terra State Community College — Target Metrics							
Outcome	Metric	June 2016 Performance	Acceptable Performance	Aspirational Performance	Target Due Date	Responsible Party	CCP Category

NOTE 1: Non-traditional students defined as age 25 or older

NOTE 2: Does not include students enrolled in fast-track programs

NOTE 3: Staff with advising responsibilities include full-time faculty, part-time faculty academic & career advisors, and professional academic & career advisors

NOTE 4: Switched from Compass to Accuplacer January 2016

Report on Campus Completion Plan 2014-2016

Campus Completion Plan — Terra State Community College — Target Metrics									
Outcome	Metric	June 2014 Performance	June 2015 Performance	June 2016 Performance	Acceptable Performance	Aspirational Performance	Target Due Date	Responsible Party	CCP Category
1 Increase College presence in feeder High Schools	Number of High School Visits, per year	88	101	138	100	110	6/30/2015	Dean, Enroll. Services	Connection
2 Maintain at current levels or increase recruitment of College Credit Plus Students (Tech Prep/PSEO)	Unduplicated Annual Headcount	637	684	850	635	700	6/30/2015	Dean, Enroll. Services	Connection
3 Maintain at current levels or increase enrollment of non-traditional students in vocational and technical programs	Unduplicated Annual Headcount	1,375	1,003	748	1,375	1400	6/30/2015	Academic Deans Dean, Enroll. Services	Connection
4 Administer Terra State placement tests to high school students to improve awareness of college and college readiness	Number of tests administered to high school students	0	645	Exceeded aspirational goal in 2015	100	200	6/30/2016	Dean, Enroll. Services	Connection
5 Increase number of computer stations dedicated to general (non-classroom) use	Number of Computer Stations available	39	66	Exceeded aspirational goal in 2015	50	60	6/30/2016	Director, IT	Entry
6 Increase placement scores through implementation of test preparation	Mean Compass Scores	Reading: 77.0 Writing: 59.9 Pre-Alg: 49.2 Algebra: 35.6 Coll. Alg.: 59.4	Reading: 82.1 Writing: 64.4 Pre-Alg: 54.0 Algebra: 38.0 Coll. Alg: 50.4	Reading: 81/74.5 Writing: 63/3.7 Pre-Alg: 54/78.9 Algebra: 37.1/65.7 Coll. Alg: 45.5/51.3	80, 63, 51, 38, 62	83,66,54,41,65	6/30/2016	Dev Ed Faculty Director, ASC	Entry
				<i>Note for Above: Both Compass/Accuplacer scores reported</i>		<i>Jan 2016 Conversion to Accuplacer makes comparison of mean scores difficult</i>			
7 Mandatory academic advising until sophomore standing (faculty/professional advisor)	Proportion of first-year students completing advising	Required for Intake only	Applied for Title III Grant Funding to Support	Rec'd Title III Grant 10/2015; Director Hired 2/2016; Currently Redesigning Advising	100%	100%	6/30/2016	Dean, Enroll. Services	Entry
8 Establish equivalency in support services for distance students	Proportion of identified services with DL equivalents	Identification of Services in Progress	In progress	Available Online Services: tutoring, book purchases, Ohiolink; counseling referrals for remote students	75%	100%	6/30/2016	Director, ASC	Entry
9 Increase First-term enrollment in GEN 1000	Proportion of students enrolled in GEN 1000 in first term	38.7%	40.8% (Improved but not to target)	35.8% (Decrease; Assigned to Title III project)	90%	100%	6/30/2016	Dean, Enroll. Services	Entry

Report on Campus Completion Plan 2014-2016

Campus Completion Plan — Terra State Community College — Target Metrics									
Outcome	Metric	June 2014 Performance	June 2015 Performance	June 2016 Performance	Acceptable Performance	Aspirational Performance	Target Due Date	Responsible Party	CCP Category
<i>Note for Above: Metric will be adjusted moving forward due to need to accurately define GEN 1000 population as non-CCP, non-certificate, non-transfer</i>									
10 Offer broadly thematic sections of GEN 1000 by area of study (healthcare, law enforcement, STEM, transfer, performance & digital media, business, engineering, open options, veterans)	Proportion of themed sections offered	3.9%	5.1%	Themes established 86% for Fall 2016	40%	60%	SPRI 2016	Director, Advising and Student Success	Entry
11 Increase formal faculty advising	Number of formal advising appointments by faculty	Faculty Report advising approx. 300 students (low estimate)	Assigned to Title III project	Part-Time Faculty Advisors will be in place for Fall 2016	50% of Continuing Students	100% of Continuing Students	6/30/2016	Academic Deans Faculty	Progress
12 Establish a student orientation program for each academic program offered by the college	Proportion of academic programs with program-specific orientation	Common in Allied Health Programs; Police Academy	12.1%	12.1%	80%	100%	6/30/2016	Faculty Academic Deans	Progress
13 Update program pages on College Website for each degree and certificate program	Proportion of academic programs accurately represented on the Website	Assumed 0%	Program changes in progress negated current figure	100%	100%	100%	1/31/2016	Director, IT Academic Deans Faculty	Progress
14 Standardize letter grades across programs (A/B/C/D/F or S/PR/U + W/I)	Number of programs using standard grading	Will be 100%, Fall 2014	100%	100%	100%	100%	9/1/2014	VPAA	Progress
15 Improve course success rate in high-W/F/U, high-enrollment courses (Fall and Spring Semesters Only)	A/B/C rates in courses	ACC1100: 54.1% DLS1090: 54.4% ENG1050: 59.5% MGT1190: 57.9% MTH0140: 59.6% MTH1310: 45.6% PSY1210: 59.7%	ACC1100: 65.3% DLS1090: 66.9% ENG1050: 74.0% MGT1190: 64.6% MTH0140: 68.3% MTH1310: 68.3% PSY1210: 69.1%	ACC1100: 56.0% DLS1090: 72.0% ENG1050: 82.0% MGT1190: 61.0% MTH0140: 69.0% MTH1310: 68.0% PSY1210: 79.0%	50+%, 65+%	College Mean (FY15-16: 83%)	6/30/2016	Faculty	Progress
16 Implement group advising by program of study (faculty and/or professional advisors)	Number of students advised in group sessions	0	Advising activities & training efforts to Title III project	Rec'd Title III Grant 10/2015; Director Hired 2/2016; Currently Revising Advising Program	50%	100%	6/30/2016	Faculty	Progress

Report on Campus Completion Plan 2014-2016

Campus Completion Plan — Terra State Community College — Target Metrics									
Outcome	Metric	June 2014 Performance	June 2015 Performance	June 2016 Performance	Acceptable Performance	Aspirational Performance	Target Due Date	Responsible Party	CCP Category
17 Increase priority registration options	Number of eligible students; proportion of eligible students using priority registration	118 students Eligible; 8% participated	83 students eligible; 4% participated	160 students eligible; 9% participated	50% participation	100% participation	6/30/2016	Dean, Enroll. Services	Progress
18 Increase course success by College Credit Plus (PSEO/TP) students [A/B/C rates in courses]	FTE success of CC+ students	103.1 , 94.2	97.9 (increased but not to goal)	N/A	130 , 110	150 , 140	6/30/2016	Faculty Academic Deans	Progress
19 Increase course success by general College student body [A/B/C/D rates in courses]	FTE success of students	756 , 587.9, 1350.2	549.6, 1216.5	N/A	900, 600, 1400	1000, 650, 1500	6/30/2016	Faculty Academic Deans	Progress
<i>Note for Above: Formula for past calculations could not be verified. The 2016-2018 plan will measure Student Success as a percentage.</i>									
20 Expand Flexible scheduling	FTE success in flexibly scheduled/accelerated courses	172.5 , 241.9	186.4	Investigate Success of Flexible Scheduling	180 , 250	200, 275	6/30/2016	Academic Deans Lead Faculty Registrar	Progress
21 Provide faculty and professional advisors with training regarding developmental education placements	Number of students placed in appropriate sequential courses	% Incorrect: English: Placement 13.1%; Sequence 15.1% (n=903) Math: Placement 15.8%, Sequence 19.8% (n=853)	% Incorrect Placement: English: 1.3% Math: 8.6% (math improved but not to target)	Training offered for faculty and staff Winter 2015; Ongoing training offered to professional advisors Summer 2016	3%	0%	6/30/2016	Dev Ed Faculty Director, IR	Completion
22 Evaluate program and curriculum offerings for continued relevance and viability	Local and national projections of need; industry assessment of relevance	By Program, in process	All technical programs evaluated for viability.	Ongoing	5 per term	8 per term	Through FY 2016	VPAA	Completion
23 Establish two-year master schedule	Schedule established	No	In-process with Banner Conversion	In-process with Banner Conversion	Yes	Yes	10/15/2015	Academic Deans Registrar Director, IR	Completion
24 Explore participation in a TRiO program	Unduplicated Annual Headcount (TRiO participants)	0	0	Not being pursued at this time	12	24	6/30/2016	Dean, Enroll. Services	Completion

Report on Campus Completion Plan 2014-2016

Campus Completion Plan — Terra State Community College — Target Metrics									
Outcome	Metric	June 2014 Performance	June 2015 Performance	June 2016 Performance	Acceptable Performance	Aspirational Performance	Target Due Date	Responsible Party	CCP Category
25 Offer CLEP/DANTES tests on campus	Number of tests administered	0	To be implemented after Accuplacer Conversion	CLEP implementation in progress	15	30	6/30/2016	Director, ASC Director, IT	Completion
26 Increase student use of alternative credit procedures (CLEP/DANTES, credit by exam, prior learning, etc)	Number of credits awarded / transcribed	325	751	569	600	1000	6/30/2016	Director, ASC Registrar	Completion
26 Increase degree/certificate/TM completion among College and Career Readiness students (including one additional year)	Number of credentials awarded to CC+ students	5 degrees/yr 1.7 certs/yr HS grad 10-12	9 degrees/yr 2 certs/yr HS grad 10-12	4 degrees/certs	5, 12	10, 25	6/30/2015	VPAA Faculty	Completion
27 Automatically award "reverse transfer" associate degrees to students who transfer to other institutions and complete degree requirements there.	Number of associate degrees awarded	0	3	1	20	40	6/30/2016	Dean, Enroll. Services Registrar	Completion
28 Increase degrees/certificates awarded by eliminating application process	Number of credentials awarded	375	Necessary Changes in-Process; tied to Banner conversion	Necessary Changes in-Process; tied to Banner conversion	500	650	6/30/2016	Dean, Enroll. Services Registrar	Completion
29 Explicitly reinforce work/life balance skills from GEN 1000 in all courses and co-curricular activities	Number of courses in which skills are reinforced	Est. 50%	Est. 50%	Est. 50%	75%	100%	6/30/2016	Faculty Assoc. Dean of Students	Other Aspects
30 Award earned but unclaimed credentials (certificates)	Number of credentials awarded	0	0	0	40	60	6/30/2016	Coord. Indust. Training	Workforce Develop.
31 Develop a Level 2 (>30 SCH) "Journeyman Certificate" to award for students completing apprenticeship programs and earning State journeyman credential	Number of credentials awarded	0	0	0	32	44	6/30/2016	Coord. Indust. Training Dean, ETM	Workforce Develop.
32 Promote workforce development aspect of agribusiness (and other programs not currently considered workforce development)	Number of workforce development students enrolled in target programs	0	0	0	5	20	6/30/2016	Coord. Indust. Training Dean, ETM Dean, BCA	Workforce Develop.
33 Maximize program design for student success	Number of programs meeting OBR 60-65 hour mandate	—	42 (72.4%)	100%	All	All	12/31/2015	Academic Deans, Faculty, Dean/P&IE	Progress

Report on Campus Completion Plan 2014-2016

Campus Completion Plan — Terra State Community College — Target Metrics									
Outcome	Metric	June 2014 Performance	June 2015 Performance	June 2016 Performance	Acceptable Performance	Aspirational Performance	Target Due Date	Responsible Party	CCP Category
34 Implement automated student progression tracking	Percentage of enrolled students being tracked	—	0	In Process: Student Success Software will be selected Summer 2016	100% of Selected Populations (TBA)	100%	6/30/2016	Dean, Enr. Svc.	Progress
35 Implement holistic academic advising [note 3]	Percentage of employees with academic advising responsibilities trained in holistic advising	—	18%	24% Implementation of Title III Grant will continue to enhance training outcomes	80%	100%	6/30/2016	Dean, Enr. Svc.	Entry Progress
36 Position the college as a regional leader in professional and instructional development.	Number of regional events offered/hosted/facilitated	—	0	Lack of tracking process; unknown number	5/year	10/year	6/30/2016	VPAA, Academic Deans, Faculty	Progress
37 Integrate data on student success with master course schedule	Document inclusion of success studies and measures in objectives regarding academic schedule	—	Studies in Progress	Studies in Progress	Evidence of inclusion provided	Evidence of inclusion provided	2/15/2016	Dean/P&IE, Academic Deans, Registrar	Progress
38 Automate graduation, scheduling, and plan of study processes	AutoGrad, AutoPop, AutoPOS processes in place	—	No Processes in Place	Banner implementation provides online scheduling and degree audit to all students (Summer 2016); Continuing to explore additional processes	Processes in place for selected populations	Processes in place for all students	6/30/2016	Registrar, Dean, Enr. Svc.	Completion
39 Open and grow enrollment at additional locations at University of Toledo's Scott Park Campus and Fostoria Learning Center	Number of students served in additional locations	—	0	Fostoria: 9 Toledo: 5	Fostoria: 15 Toledo: 50	Fostoria: 30 Toledo: 100	6/30/2016	VPAA, Faculty, Dir. Sattelite Svc.	Workforce Develop.