

Meeting Minutes of the **BOARD OF TRUSTEES**



SOUTHERN STATE
COMMUNITY COLLEGE

JUNE 11, 2014 MEETING

Consideration of Campus Completion Plan

On behalf of the Student Success Committee, Dr. Ryan McCall reported on their recent meeting, including details about the Campus Completion Plan. The Campus Completion Plan's purpose is to develop a systemic improvement plan for policies and practical changes for direct impact on student completion. One of the goals is to limit the focus to examine possible factors in student success (or failure) and determine the weightiest factor, implementing research-based ideas. Dr. McCall also discussed the increased internships through workforce development. He shared a success story through Josh Montgomery's computer science internship program, about SCOCA, a local company who has hired 100% of the SSCC interns they have received so far. A SCOCA supervisor stated, "The students we get from you guys come ready to work." Trustee Moore moved and Trustee Anderson seconded to approve the Southern State Community College Campus Completion Plan. There will be a bi-annual review of the plan to approve.

Yes, approval of Campus Completion Plan:

Trustee Michelle Cimis
Trustee Donald Moore
Trustee Mike Pell, Vice Chair
Trustee Leilani Popp
Trustee Larry Anderson
Trustee Doug Boedeker, Chair

14.61

Campus Completion Plan



SOUTHERN STATE
COMMUNITY COLLEGE

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Section 1

Purpose:

The purpose of this Campus Completion Plan is to develop a systemic improvement plan for institution-wide policy and practice change, that reaches the departmental- and classroom levels for direct impact on student persistence and completion by:

- Engaging system-wide expertise in all aspects of the Plan's development, implementation and assessment;
- Identifying policies and practices that are advancing the institution toward improved student completion rates;
- Discerning strategies and methods that are likely to demonstrate impact toward increased student persistence and completion;
- Prioritizing improvement focus areas based on probability for positive impact on current student persistence and completion;
- Engaging employers in completion efforts that align with workforce needs.

This document is to serve as a vehicle for campuses to articulate the outcome of a strategic process for improvement.

Section 2

A few questions to consider about: CONNECTION TO THE INSTITUTION

- Who are our students?
- What efforts are underway at the college to help students in need of remediation become better prepared for college?
- How do we build relationships with K-12 schools? How do we engage with parents, adult-students and community?
- What policies do we have that incentivize students to graduate from high school college ready? What policies and practices at the federal, state, and institutional levels are barriers to successful transition from the high school to college?
- How does our institution orient students? How does our institution communicate learning expectations to your students? How does admissions, student support, registration, student life aid in this process?
- How does the co-curricular program support the common learning outcomes of the institution?
- Do our current academic and student programs meet our students' needs and interests? How do we know? How do we help students select a career?

CONNECTION TO THE INSTITUTION

Improvement Focus Description: Orientation/Refresher Courses

Improvement Focus Current Status: In progress

Focus	Strategy	Leadership	Others	Outcome	Measure	Timeline
Improvement Objective (College Strategy/ Intervention Objectives)	What will we do differently? What are the action steps for intervention?	Who will be responsible (title)?	Who will need to support /bolster the change and how (titles)?	What will be our outcome indicator of success?	How will we measure success?	What is our timetable?
Increase student understanding of college expectations and requirements. Provide opportunity to connect with faculty, staff, and other students	Mandatory orientation for all first time college students	CSAO	CAO/President, Registrar, Admissions, Financial Aid, Student Success, Faculty	Increased first time college student retention during first semester	Increase first term retention of first time college students 10 percentage points by end of 2017AY	Fall of 2014 implementation
Help students get into college level courses more quickly.	Provide refresher courses in math and English and retest opportunities for those testing into developmental courses	CAO, Dean, CSAO, Admissions	CAO/Deans, CSAO/Student Success/ Faculty	Increased placement into college level Math/English	10% increase in college level placement by end of 2017 AY	Fall of 2014

What additional information do we need?

1. Current enrollment vs. application rate
2. Current college level placement into math and English

Section 3

A few questions to consider about: **SUCCESSFUL FIRST-YEAR ENTRY**

- Why do our students fall behind or leave? How do you know?
- How do we advise and place students for efficient completion?
- What do we know about credit accumulation?
- How do we help undecided students choose a career and educational path?
- How do we help students understand industry needs and high-demand areas?
- How do we engage students within the college community?
- What policies do we have that incentivize students to persist from the first to second semester and from the first to second academic year with at least 12 credit hours? What policies and practices at the federal, state, and institutional levels are barriers to successful transition from the first to second year?
- How do we help students who are underprepared for their course of study?
- How do we address the differences in learning styles? How do we address students with special needs? (handicapped, seniors, commuters)

FIRST-YEAR ENTRY

Improvement Focus Description: Program Completion Plans/Course progress

Improvement Focus Current Status: __ In progress _____

Focus	Strategy	Leadership	Others	Outcome	Measure	Timeline
Improvement Objective (College Strategy/ Intervention Objectives)	What will we do differently? What are the action steps for intervention?	Who will be responsible (title)?	Who will need to support /bolster the change and how (titles)?	What will be our outcome indicator of success?	How will we measure success?	What is our timetable?
Improving completion of developmental courses to decrease time to degree	Students who test into developmental classes will enroll in developmental education immediately upon entry	CAO, CSAO	Registrar, Advisors, Deans, IT/Systems	Students will complete English & Math sequences early in their program	Number of students completing development English/Math within the first 3 semesters will increase 10 percent by end of 2017 AY	Full implementation Fall of 2014
Help keep students on track to graduation and ensure continued financial aid	Students will be provided with program completion plan and course sequence for full program during first semester	Advising	CAO, CSAO, Registrar, Deans, Faculty, Career Services	All students will have a program completion plan	Students completion times will decrease by an average of 5 hours by following completion plan by end of 2017 AY	Fall 2013

Section 4

A few questions to consider about: **STUDENT PROGRESS**

- What measures do we collect to ensure that students are staying on track?
- How and when do we intervene with students to keep them on track?
- How do we engage students with meaningful workforce connections?
- How transparent and accessible are our program of study
- What policies do we have that incentivize students to stay on track? What policies at the federal, state, and local levels are barriers to students' ability to persist?
- How do we ensure alignment between instructional and student support services and among institutional interventions and programs?
- How do we determine the preparation of students for specific programs?
- How does our institution support student learning?
- How do we determine and address learning support needs of the students?

PROGRESS

Improvement Focus Description: Early Warning System

Improvement Focus Current Status: In Progress

Focus	Strategy	Leadership	Others	Outcome	Measure	Timeline
Improvement Objective (College Strategy/Intervention Objectives)	What will we do differently? What are the action steps for intervention?	Who will be responsible (title)?	Who will need to support /bolster the change and how (titles)?	What will be our outcome indicator of success?	How will we measure success?	What is our timetable?
Provide earlier intervention to students in danger of not successfully passing a course(s)	The college will change the course grade reporting process of asking for and receiving grades for intervention to the 5 th week, from the 8 th week. Allowing some time for more time for interventions	CSAO, CAO	Advising, Faculty, IT/Systems, Tutoring	Student interventions will increase student success, in courses submitted for potential non-successful completion of course(s)	Student course success will increase 10 percentage points, as defined by completing the course with a grade of "D" or higher, for those students submitted through this process, and for those who participate in intervention strategies, by end of 2017 AY	Fall 2014

How can we assist our faculty and staff to feel competent and engaged with the strategies?

1. Strategy was recommend by faculty and has full support of Student Services, Academics, and Administration

Section 5

A few questions to consider about: **STUDENT COMPLETION**

- Are students achieving credentials within selected program streams?
- How can we increase credit attainment and help more students complete their credentials, more quickly?
- How do we assist students with college to career transition?
- What policies do we have that incentivize students to complete a goal or certificate in a timely manner? What policies and practices at the federal, state, and institutional levels are barriers to successful completion?
- Do our registration and withdrawal policies support completion? How do we know that students who complete our certificates and degrees have met our learning expectations?

COMPLETION

Improvement Focus Description: **PLA**

Improvement Focus Current Status: In Progress

Focus	Strategy	Leadership	Others	Outcome	Measure	Timeline
Improvement Objective (College Strategy/ Intervention Objectives)	What will we do differently? What are the action steps for intervention?	Who will be responsible (title)?	Who will need to support /bolster the change and how (titles)?	What will be our outcome indicator of success?	How will we measure success?	What is our timetable?
Provide increased opportunities for adult learners to earn credit for prior learning, allowing them to progress more quickly to a degree	The college will expand the use of PLA as a tool to decrease time to completion by providing students opportunities to earn credit for prior learning.	CAO, CSAO	Deans, Academic Services, Specialist, Advising, Registrar, Faculty	An increased number of students will receive PLA credit	15% increase in the number of students receiving PLA credit by end of 2017 AY	Continued implementation Fall 2014

What are our next steps?

1. Continue to train faculty on PLA, publicize availability, and offer workshops for potential students

Section 6

A few questions to consider about: OTHER ASPECTS OF COMPLETION SUCCESS

- What does the disaggregated data tell us about completion rates for different populations? How do we reshape our institution to build sustainable models of successful programs? How do we select and cultivate external linkages?
- How do we ensure that student costs are transparent and student financial planning continuous? Are our courses and program streams offered in student-friendly ways? What is our institution doing to create a culture to support success and completion? How do we engage people across employee categories and provide professional development to support change? How does our college manage process improvement?
- **What else can we do?**

OTHER

Improvement Focus Description: Improved institutional research capacity_____

Improvement Focus Current Status: _____ In Progress _____

Focus	Strategy	Personnel	Others	Outcome	Measure	Timeline
Improvement Objective (College Strategy/Intervention Objectives)	What will we do differently? What are the action steps for intervention?	Who will be responsible (title)?	Who will need to support /bolster the change and how (titles)?	What will be our outcome indicator of success?	How will we measure success?	What is our timetable?
Improve the use of data to prioritize gateway and other courses for improvement	Participate in Data Capacity initiative with OACC Convene data team to serve the IR function of the college	VPAA	VPAA, VPSAO, Deans, President, Faculty Assessment Leaders, IT/Systems	Greater use of data for decision making surrounding student success measures in gateway and other courses	Improvement in student retention through the communicating of data and monitoring of metrics to college community on a semester basis	This will be an ongoing team

What are our next steps?

1. Collect/review more student success data
2. Recommend changes to policies/procedures to improve student success
3. Evaluate results of changes over time/disseminate information to college community

Section 7

A few questions to consider about: **WORKFORCE**

- Based on our College service area which of the 6 Job Ohio regions do we serve?
 - <http://jobs-ohio.com/network>
- Which of the 9 Jobs Ohio key industries are addressed in our current curriculum and programming?
 - <http://jobs-ohio.com/industries>
- How have we linked our curriculum and programming to labor market information for each occupation?
 - <http://ohiolmi.com/proj/jobsOhioInd.htm>
- What are the job training needs of our community based on our regional economic development network?
- How do we connect our students needing employment with our employers needing a trainer workforce?
- What are our current program advisory committees recommending to improve our curriculum and what new programs do they endorse?
- How do we analyze the changing needs of our stakeholders and select courses of action regarding these needs?
- How do we determine if we should target stakeholder groups with our educational offerings and services?
- How do we align our credit on non-credit offerings?

WORKFORCE

Improvement Focus Description: Internships

Improvement Focus Current Status: _____ **In Progress** _____

Focus:	Strategy:	Personnel:	Others:	Outcome:	Measure:	Timeline
Improvement Objective (College Strategy/Intervention Objectives)	What will we do differently? What are the action steps for intervention?	Who will be responsible (title)?	Who will need to support /bolster the change and how (titles)?	What will be our outcome indicator of success?	How will we measure success?	What is our timetable?
Increase opportunities for students to obtain training with local business and industry to improve job opportunities	Seek out more businesses and programs willing to include internships in curriculum	Deans, Faculty	CAO, Career Services	Internship opportunities for students will increase	15% increase in number of students participating in internships by end of 2017 AY	Continued implementation on 2014-2017

What are our next steps?

1. _____ Seek cooperating businesses and programs _____
2. _____ Devote personnel to oversee program _____

