College Action Project Worksheet for NEW CAP Projects – July 2014

CAP: 1.3.2 Create and improve student services for part-time, evening, and weekend students, as well as, at regional sites

Champion: Dan Clark

1. Proposed CAP Team Members: Theresa Freiberg, Amy Bennett, Katherine Leeuwenberg, Dan Clark

2. Describe the purpose of this project including a description of the associated activities. (100 words or fewer)
   Determine what student services are currently offered (baseline) to these focus groups of students (part-time weekend, part-time evening, and part-time regional site students.
   Determine what student services are either deemed necessary for college success and/or desired by part-time students; how those services can be added and by what department(s)

3. Describe the goals of this Action Project (in 100 words or fewer)
   Increase and improve resources and services for students that may cause an increase in credits taken per semester and/or see improvements in completion rates for part-time students

4. What measurable criteria will be used to determine this project's success?
   CCSSE Results – team will see if there is any metric that can be used
   Off Campus Survey

5. What Indicators of Success will this project most likely impact? Please indicate whether the project will directly or indirectly impact the measure.
   Persistence rate (fall to next term, part and full time (NCCBP definition), Michigan metric

6. What personnel resources will be required to deliver the project successfully?
   IRP
   IT
   Student Support Services
   Faculty
   Academic Outreach

7. What additional resources will be required to develop and/or sustain the project? TBD

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
<th>Explanation (one time or recurring)</th>
<th>Which budget will</th>
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</table>
8. Will this project require any additional budget dollars for the 2014-2015 academic year that have not already been secured?  TBD  ___NO  ___Yes

If yes, please describe briefly:

9. Provide a 3-month work plan for this project:

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
<th>Person Responsible</th>
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| July, 2014       | Start Gathering Team Members  
|                  | Request Most Recent CCSE Report from IRP 
|                  | Request Data Warehouse Meeting with Jodi Graves 
|                  | (identify part-time students, what courses and where are they taking courses, when) | Dan  
|                  |                                                                         | Dan  
|                  |                                                                         | Theresa                      |
| August, 2014     | Identify Students To Participate As Team Members  
|                  | Set Up Blackboard Team Site 
|                  | Review Off Campus Survey | Team  
|                  |                                                                         | Theresa                      |
|                  |                                                                         | Team                         |
| September, 2014  | Determine Baseline of student services offered: what types, where, when Run Data Warehouse report or Crystal Report of part-time students after fall start up | Team  
|                  |                                                                         | Amy and Theresa              |