

Michigan Project Win-Win Round 2 Kick Off Meeting

August 13, 2014



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An Initiative of the Michigan Community College Association

Agenda

- Welcome and Brief Overview of Project Win-Win
- Experience of Round 1 Colleges
- Discussion of Five Steps for Round 2
 - Defining the Universe of Interest
 - Matching the Universe of Interest to NSC
 - Degree Audits
 - “Eligibles” – Awarding Degrees
 - “Potentials” – Locating, Contacting, and Advising
- Review Data and Reporting Requirements
- Wrap up and questions



Figure A. Potential Completers: Institutional Sector 2003-2013 (N=3,913,918)

(Click to Enlarge)

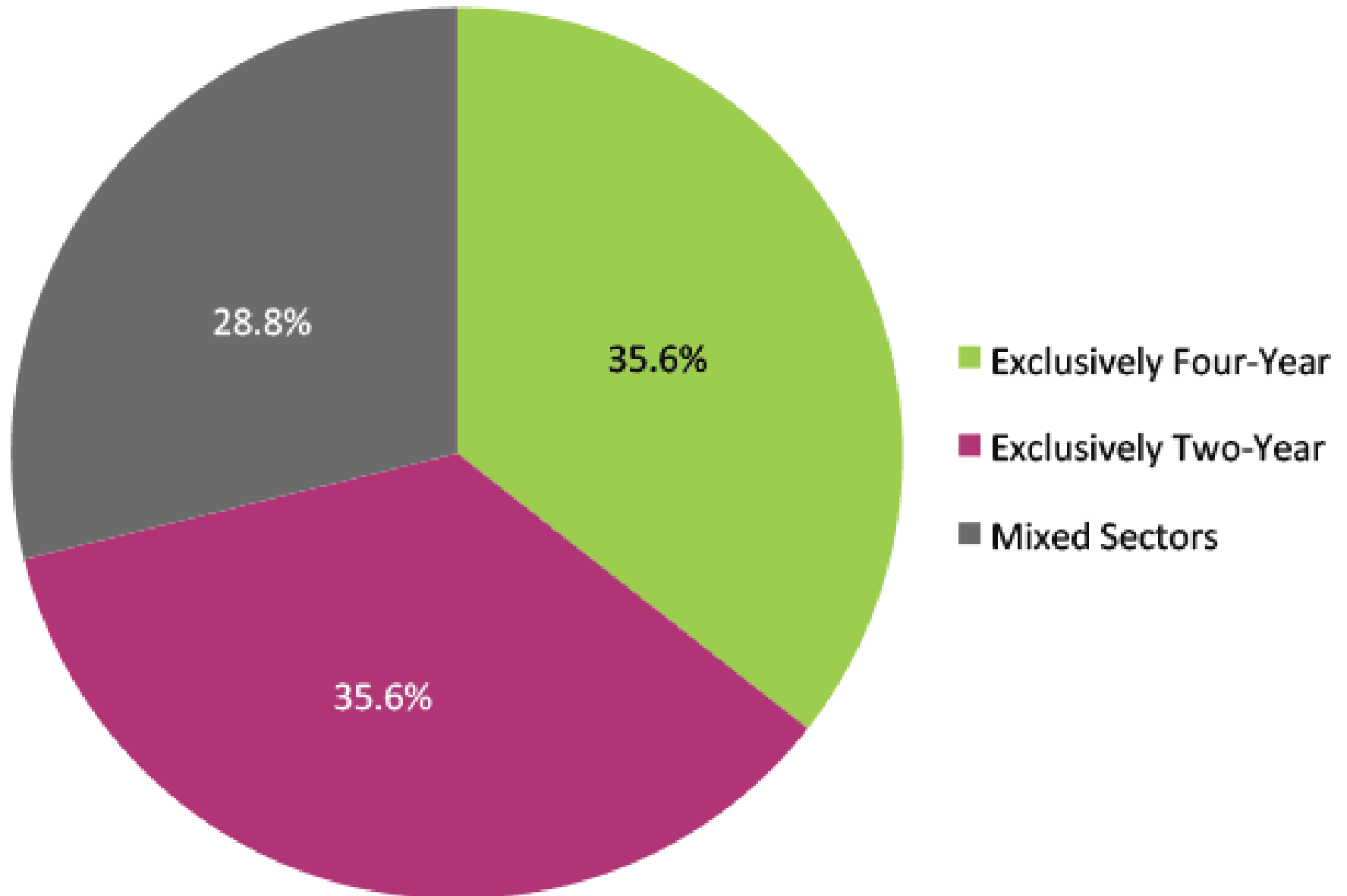


Figure B. Potential Completers: Number of Institutions in Pathway by Length of Pathway (N=3,910,859)

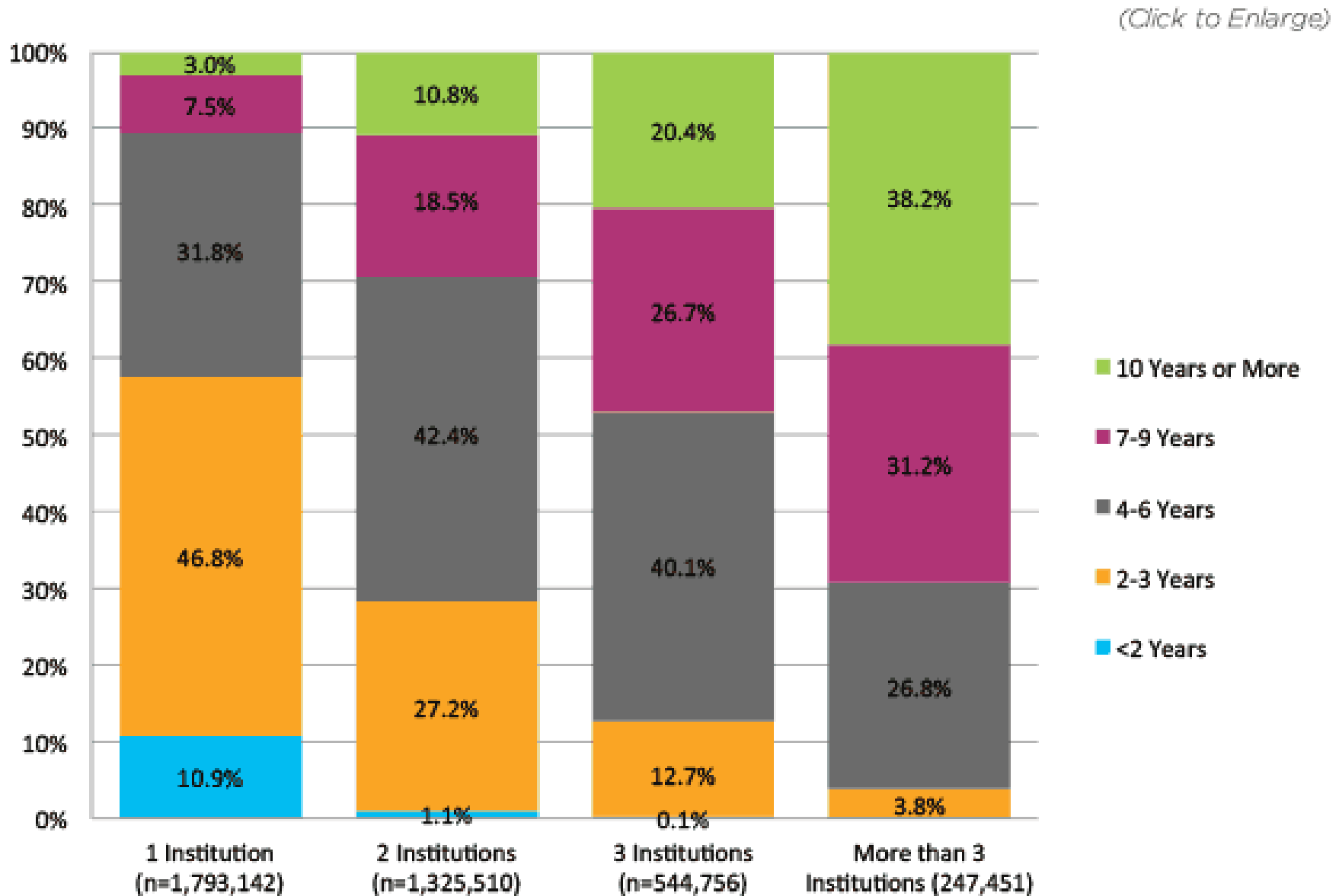
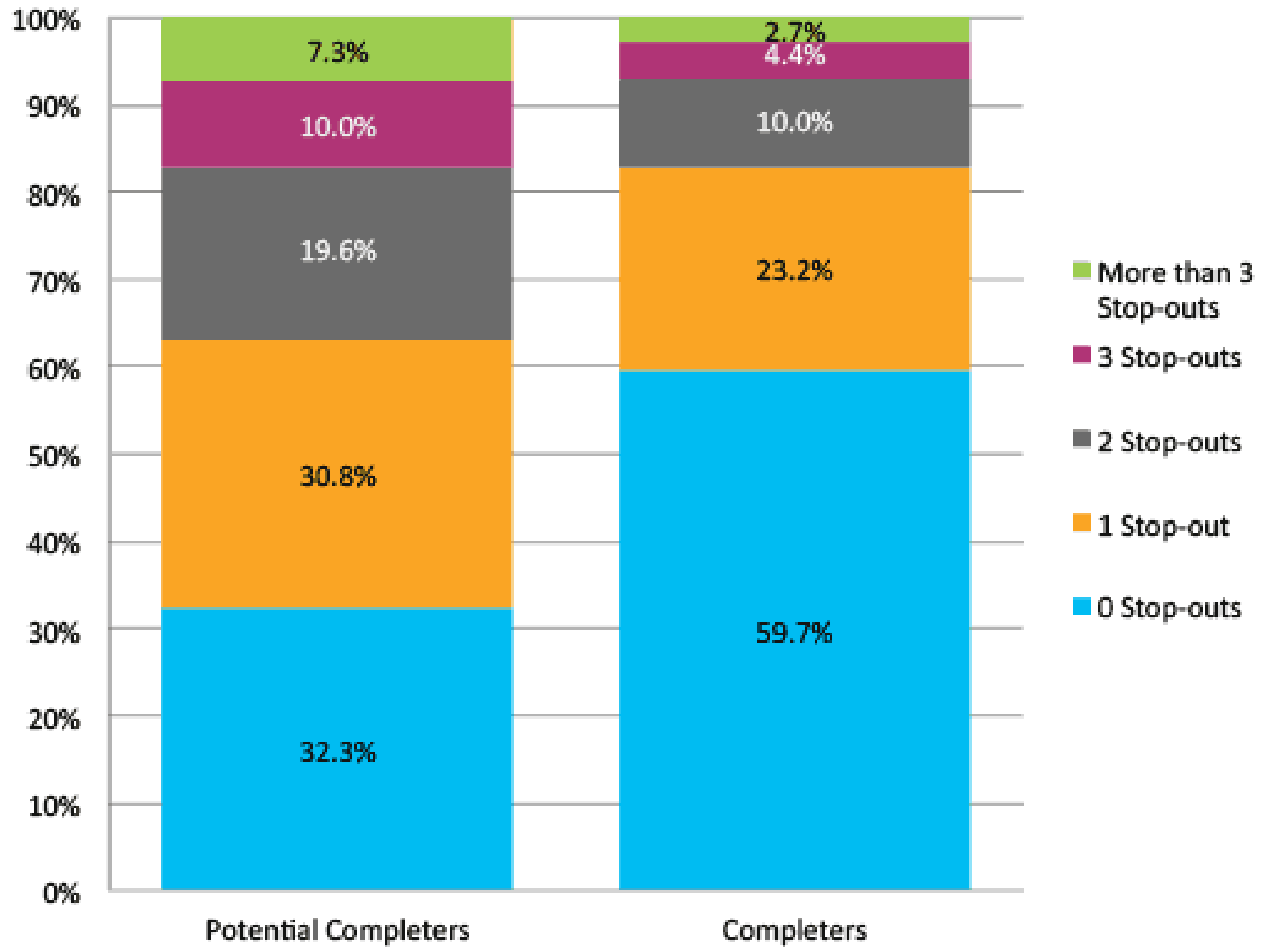


Figure C. Comparison of Potential Completers(N=5,487,543) and Completers (N=1,858,868)
Number of Stop-Outs

(Click to Enlarge)



Round 1 Institutions

1. Bay de Noc Community College
2. Henry Ford Community College
3. Lake Michigan Community College
4. Mott Community College
5. North Central Michigan College
6. Northwestern Michigan College
7. Oakland Community College
8. Southwestern Michigan College
9. St. Clair County Community College



Round 2 Institutions

1. Alpena Community College
2. Delta College
3. Glen Oaks Community College
4. Gogebic Community College
5. Grand Rapids Community College
6. Jackson College
7. Kirtland Community College
8. Lansing Community College
9. Montcalm Community College
10. Washtenaw Community College
11. West Shore Community College



Process Breakdown

1. Query college records to identify initial Universe of Interest and create master spreadsheet for tracking and notes
2. Submit list to NSC Student Tracker to identify student enrolled elsewhere, remove matches from Universe
3. Conduct beta Degree Audit, determine “Eligible” and “Potential” groups
4. Communicate with “Eligibles” to award degrees
5. Communicate with “Potentials” to create completion plans



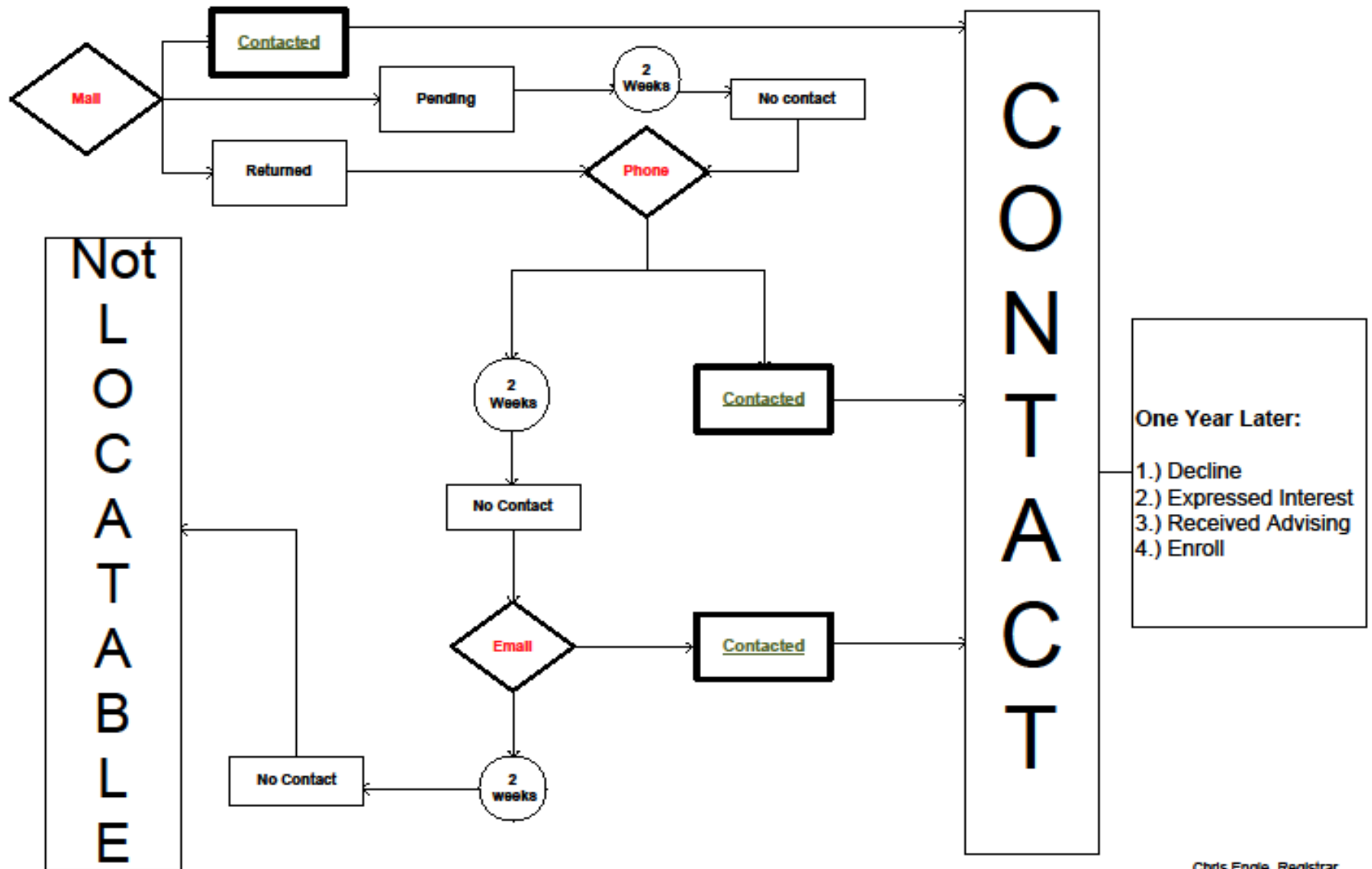
Process Breakdown - Continued

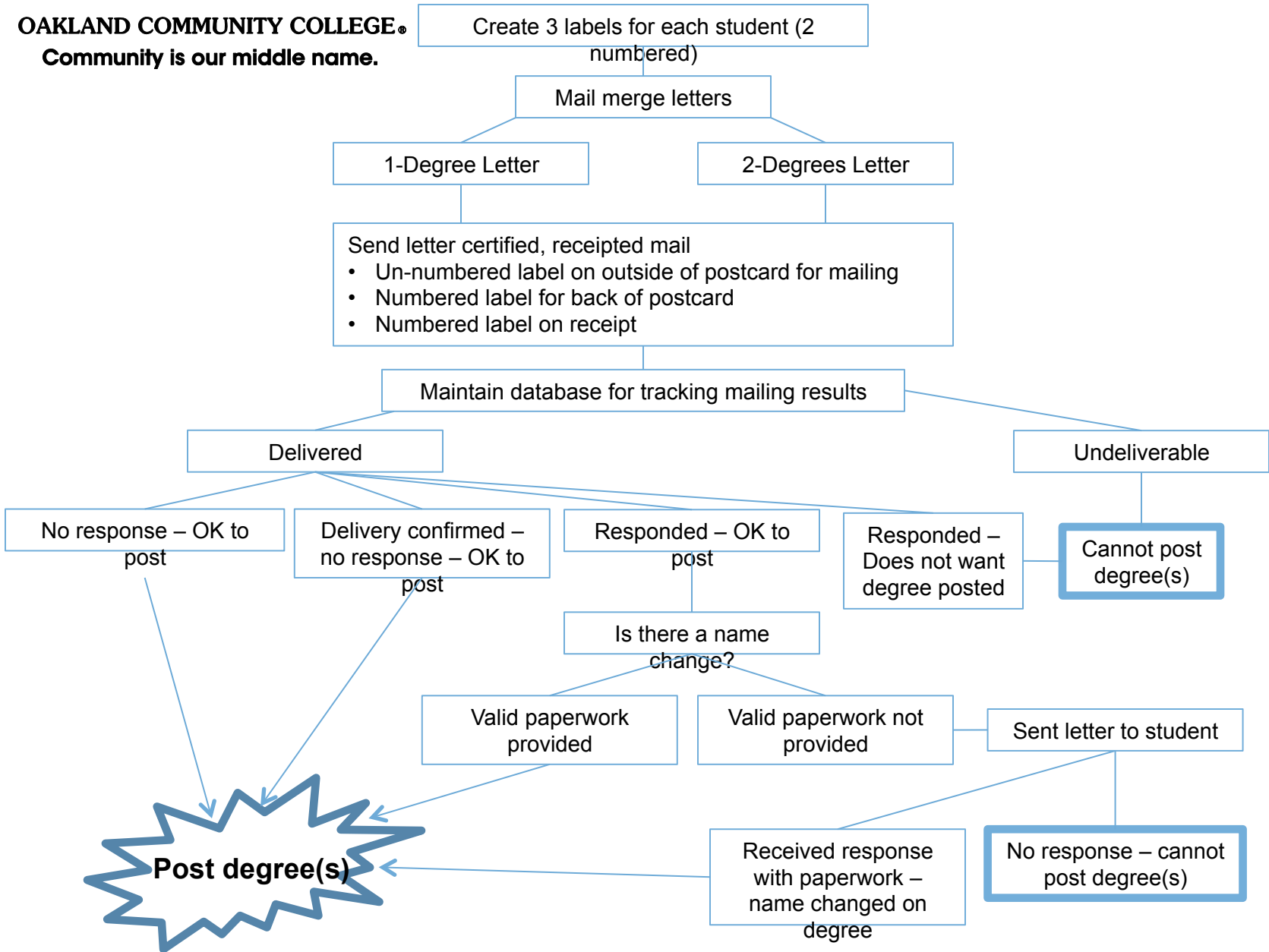
Things to consider....

- College catalog years to be used
- Opt-In/Opt-Out policies
- Automated vs. manual degree audits
- Default vs. declared major
- Waivers, substitutions, exceptions
- Institutional funds available for scholarships
- Credit for prior learning policies
- Communication - Press release, radio, brochure/career focus, web/social media, faculty/staff awareness



Michigan Project Win Win - Model Contact Flow Chart





Round 1 Project Outcomes

9 Michigan Community Colleges

Universe of Interest:	18,680
National Student Clearinghouse Match:	6,103
Eligible:	1,323
Potential:	6,935
Potentials missing Math requirement:	1,666
Potentials missing English requirement:	1,026
Could Not Contact:	2,682
Degrees Awarded (Eligible & Potential):	1,087

Lessons Learned

- Collaboration is key
- Value of process review/revision
- Outreach & advising is labor-intensive
- Use of student records/reports for data management
- Student reactions offer insights to college processes
- Data can be “messy”, student behavior presents moving targets, staff need strong case management skills



Moving Forward

- Target smaller cohorts of students.
- Do more frequent reviews.
- Conduct audit on most recent program.
- Establish effective on-going inter-departmental processes.
- Investigate reverse transfer opportunities.
- Conduct ongoing student audits focused on completion.
- Continue address/contact updates
- Update Practice Guide - MCCS

Issues To Consider

- Why did your institution choose to participate in the Project Win-Win and what do you hope to achieve?
- What strategies will you use to organize the work at your institution?
- What are the main challenges that may be encountered through this process?
- What policy and procedure review and changes need to be made to ensure success of this project?
- Who will lead and participate in your project team?

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Discussion of Specific Steps in the Process



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Step 1: Defining the Universe of Interest

- A “cachement period”, i.e. a time frame with specific entry and exit points for students at your institution. Proposed July 1, 2008 – July 1, 2013 (6 fiscal years) as time period to look for first enrollment at your college.
- An earned additive-credit (counts toward degree) threshold to filter records; 50 credits
- Verification that no associate’s degree has been awarded to the student by your institution (if one or more certificates have been awarded to the student, they still remain in the universe of interest);
- A minimum cumulative GPA of 2.0 or higher;
- Three major semesters have passed since the student was last enrolled at your institution. In other words, no enrollment at your college in any of the three terms (Fall 2013 (semester starting Sept., 2013), Winter 2014 (semester starting Jan., 2014), Fall 2014 (semester starting Sept., 2014)).

Step 1: Defining the Universe of Interest

Data to be reported:

1. Total number of students in the Universe of Interest
 2. Of #1, the count and percentage that were transfers-in to your institution
 3. Of the count in #2, the average number of credits transferred in
- Be sure to capture demographic data and transfer credits at this step so you have these data available to use in later reporting.
 - Prior to moving on to Step 2, examine the student file carefully, checking for deceased students, duplicates etc.

DEADLINE TO REPORT STEP 1 DATA – **OCTOBER 15, 2014**

Step 2: Matching the Universe to NSC

- This critical step requires membership in the National Student Clearinghouse (NSC) Student Tracker system at the Degree Verify level. The purpose of this step is to eliminate from your Universe of Interest all students who:
 - subsequent to their last enrollment with you, have earned an associate's or bachelor's degree from another college; or
 - are enrolled elsewhere
- Due to the cycle of colleges reporting enrollment to the NSC, the Student Tracker is to be submitted in the time period after Oct. 15, 2014 and before Dec. 1, 2014. This time frame will generally capture fall enrollment at a majority of other institutions – with some variability depending on when colleges report their fall enrollments to the NSC.

Step 2: Matching the Universe to NSC

Data to be reported:

1. Total number of students matched in NSC data. These are the students who showed a subsequent enrollment at another college after the last enrollment at your college (these are removed from universe from this point forward).
2. Number of students where last other enrollment was at a 4-year college
3. Number of students where last other enrollment was at a 2-year college

NOTE: #2 + #3 must equal your total count in #1

The net number for (Universe of Interest – NSC matches) will be the group of students who move to the beta Degree Audit in Step 3.

DEADLINE TO REPORT STEP 2 DATA – **DECEMBER 1, 2014**

Step 3: Degree Audits

- There are at least two passes of Degree Audit (DA) that are conducted—Beta and Final. The first “Beta” DA process will be used to sort the remaining universe files into three buckets:
 1. Eligible students are those who pass the DA for your chosen default associate’s degree (ordinarily AA or AS) and catalog year;
 2. Potential students are those who are 12 or fewer credits short of degree completion (as you identify these students, make notations as to whether they are missing a math and/or English graduation requirement).
 3. If, for various reasons, you identify students who are neither Eligibles nor Potential, then put them in a neither bucket. The Neither group should be quite small or none depending on your policies regarding holds, etc.
- Successful (Eligible) Degree Audits can be moved directly to your graduation processing and can be included in Spring 2015 commencement activities.

Step 3: Degree Audits

- At this point, these three groups of students should be assigned to one or more staff/departments. Eligible students are passed to Registrar's Office, Potential students are passed to Advising/Counseling and "Neither" files should be examined and then handled per institutional policy.
- Eligible students are to be verified with a final DA pass and then awarded a degree (for Opt-Out schools) or communicated with via mail/phone/email as per your institutional policies (for Opt-In schools). At this point, some Eligibles may move back into the Potential/Neither category if issues arise.

Step 3: Degree Audits

Data to be reported:

1. For Beta pass: Numbers of # of Eligibles, # of Potentials, and # of neither.
2. For Final pass: counts of # of Eligibles, # of Potentials, and # of neither
3. For Eligibles, Percent of:
 - a. Females
 - b. Race – 4 enumerations (White, Black, Latino, Other)
 - c. Those who entered higher education by age 20 (Determined using the best institutional and NSC data available)
 - d. Those who were transfers-in to your institution (Determined using the best information available)
 - e. Total # of credits earned for entire group of Eligibles
4. For Potentials, Number of:
 - a. Those missing college-level Math (if missing English requirement in addition to Math, count them here)
 - b. Those missing college-level English ONLY (Math requirement has been satisfied)

DEADLINE TO REPORT STEP 3 DATA – **MARCH 1, 2015**

Step 4: “Eligibles” – Awarding Degrees

Colleges will have to determine policy questions regarding Eligibles:

1. How to handle and possibly resolve holds on student records, financial, code of conduct etc.
2. What default degree will you award? If your degree audit was done on the AA and/or AS degree requirements, will you be investigating further to see if the student qualifies for another associate’s degree (AAS, ASA, AFA etc.) and will you screen for and award certificates?
3. What is your residency requirement for number of credits to be earned at your institution?
4. Will you use an Opt-In or Opt-Out degree award policy?
 - a. The primary Opt-Out method is to contact students, notifying them that they are eligible to have an award posted on their record, and if the student does not “opt-out” within a certain time frame, the award will be processed.
 - b. Opt-In also includes communication to the students but requires that the student specifically request (usually via an application for graduation) the award and if the student does not initiate, the college does not act.

Step 4: “Eligibles” – Awarding Degrees

Data to be reported:

1. Number of degrees formally awarded and posted by May 31, 2015
2. Number of students who actively declined to receive the degree offered

DEADLINE TO REPORT STEP 4 DATA – JUNE 15, 2015

Step 5: “Potentials” – Locating, Contacting, & Advising

Colleges will have to determine policy questions regarding Potentials:

1. What is your policy regarding students missing Math and/or English? Do these credits ‘expire’ or have the curriculum requirements changed?
2. Who will locate these students, what communication methods will be used, what scripts and messaging will be developed? Will more than one wave of communication be used? Who will keep track on a master spreadsheet?
3. Are all support departments/staff aware of the project and prepared to resolve issues?
4. Are there any grants, subsidies or other incentives that you will offer to these students to return and complete?

Step 5: “Potentials” – Locating, Contacting, & Advising

Data to be reported:

1. Potentials who could not be located (no valid address, returned mail, disconnected phone etc.)
2. Potentials who could be located with delivered mail, phone message etc.
 1. Number re-enrolled at your college by October 15, 2015
 2. Number indicating a plan to re-enroll in 2016 or later
 3. Number who met with advisor/counselor (using best available information)
 4. Number specifically indicating they are not interested
 5. Number who did not respond (if a mailing is done and the letter is not returned but you don't hear back from the student, put them in this count)
3. Potentials awarded degrees awarded by January 1, 2016
4. Any additional Eligibles (from step 4) awarded degree between June 1, 2015 and January 1, 2016

DEADLINE TO REPORT STEPS 5 – **JANUARY 15, 2016**

College Data & Reporting Requirements

1. Sign Project Win-Win Memorandum of Understanding (MOU) with MCSS
2. Complete Project Roster, indicating the name, title, address, email and phone for:
 1. President
 2. Chief Academic Officer
 3. Registrar
 4. Institutional Researcher
 5. Advising/Counseling Lead
 6. Other Contacts
3. Participate in monthly conference calls with MCSS staff and attend the Mid-point check in meeting in early Spring 2015
4. Submit Project Win-Win data reporting templates on or before project deadlines
5. Participate in project evaluation efforts such as narrative reports, surveys etc.

Summary of Key Dates

- Grant requirements
 - Sign MOU no later than October 1, 2014
 - Disbursement of first installment of grant funds by October 1, 2014
 - Disbursement of second installment of grant funds by April 1, 2015
 - Final narrative and financial grant report due January 15, 2016
- Data reporting deadlines
 - Step 1: Universe of Interest – October 15, 2014
 - Step 2: Match with NCS – December 1, 2014
 - Step 3: Degree Audits – March 15, 2015
 - Step 4: “Eligibles” – June 15, 2015
 - Step 5: “Potentials” – January 15, 2016
- Scheduling upcoming activities
 - Monthly Conference Calls – 1st Monday of each month?
 - Date for Mid-Point Check-in Meeting – March 30, 2015?

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