

MICHIGAN CENTER FOR STUDENT SUCCESS

An Initiative of the Michigan Community College Association



MICHIGAN PROJECT WIN-WIN ROUND 2 KICKOFF DISCUSSION GUIDE

Background and Overview:

Project Win-Win began in 2009 with a 61 colleges in nine states, with a purpose to identify and find former students whose records qualified them for degrees but who never received those degrees, and retroactively award them their associate's degrees, as well as to identify former students whose records indicated that they were within striking distance of an associate's award, and bring them back to school to complete the few credits they had left to qualify for the award.

The core sequence of Win-Win consists of five steps:

1. Define a student "universe of interest" in the institution's data files composed of students who had entered any time during or after the fall term of 2008, filtering on:
 - a) A minimum earned-credit threshold of 50 "additive" credits (those that count towards degree, excluding developmental credits),
 - b) A cumulative GPA of 2.0 or higher,
 - c) No associate's degree ever issued by the institution to the students, and
 - d) The student had not been enrolled at the school for last 3 major terms (Fall 2013, Winter 2014, Fall 2014 semesters).
2. Match the universe of interest against National Student Clearinghouse Student Tracker database to eliminate students who had already earned a degree elsewhere or were enrolled elsewhere.
3. Perform degree audits on the students remaining under consideration to yield one of three judgments for each student: Eligible for an associate's degree award; Potential completer with 12 or fewer credits to go, or neither of the above.
4. Find the "Eligibles" and award them the degree they have earned.
5. Find and contact the "Potentials", work with them to either return in the current academic year or to commit to return in the following year.

Step 1: Defining the Universe Of Interest

Using the following criteria, each college will create an initial file of student records to be managed during the process:

- A “cachement period”, i.e. a time frame with specific entry and exit points for students at your institution (though some of them may come with transferred-in credits). 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)).

Group discussion to clarify and agree on the specific parameters that will be used by every college in the Michigan Project Win-Win Round Two effort.

Step 1 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 of Interest to NSC data

This critical step requires membership in the National Student Clearinghouse (NSC) Student Tracker system at the Degree Verify level. The purposes of this step are to eliminate from your Universe of Interest (a) all students who, subsequent to their last enrollment with you have earned an associate’s or bachelor’s degree from another college, or (b) 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. Include in the request Degree data going back to Jan. 1, 2002. Using your return file, flag non-degree transfer students for possible follow up regarding reverse transfer awards.

A detailed description of how to prepare and submit the NSC file is in the MI Win-Win Practice Guide and can also be found at:

http://www.studentclearinghouse.org/colleges/studenttracker/using_studenttracker.php

Step 2 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 (from #1)
3. Number of students where last other enrollment was at a 2-year college (from #1)

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 Audit

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.

These three categories (Eligible, Potential and Neither) are reported as follows:

Step 3 Beta DA data to be reported:

1. For Beta pass: Numbers of # of Eligibles, # of Potentials, and # of neither

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 Final DA to be reported:

1. For Final pass: counts of # of Eligibles, # of Potentials, and # of neither

2. For **Eligibles, Percent** of:

- Females
- Race – IPEDS enumerations (American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White)
- Those who entered higher education by age 20 (Determined using the best institutional and NSC data available)
- Those who were transfers-in to your institution (Determined using the best information available)
- Total # of credits earned for entire group of Eligibles

3. For **Potentials, Number** of:

- Those missing college-level (graduation requirement) Math (if missing English requirement in addition to Math, count them here)
- Those missing college-level (graduation requirement) English ONLY (Math requirement has been satisfied)

DEADLINE TO REPORT STEP 3 DATA – MARCH 1, 2015

Step 4: Eligibles – Awarding Degrees

Eligible students have “survived” the beta and final degree audit steps and are eligible for an award.

Each institution participating in Win-Win will have to determine some essential 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?
 - 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.
 - 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.

Specific Step 4 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, and Advising

Working with Potentials is likely to extend beyond the end of the formal project. These students are very close to degree completion but often present complex situations that have to be handled

individually by advisors, counselors, financial aid staff and bursar/financial services staff. This team at your college is vital to the success of bringing Potentials across the finish line.

Each institution participating in Win-Win will have to determine some essential policy questions regarding working with 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 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. (Note – these counts are **not** mutually exclusive):
 - a. Number re-enrolled at your college by October 15, 2015
 - b. Number indicating a plan to re-enroll in 2016 or later
 - c. Number who met with advisor/counselor (using best available information)
 - d. Number specifically indicating they are not interested
 - e. 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

Review Data and Reporting

Each college must:

1. Sign grant Project Win-Win Memorandum of Understanding (MOU) with MCSS, which outlines narrative and financial grant reports
2. Complete Project Roster, indicating the name, title, address, email and phone for:
 - President
 - Chief Academic Officer
 - Registrar
 - Institutional Researcher
 - Advising/Counseling Lead
 - Other Contacts
3. Participate in monthly conference calls with MCSS staff
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.