

## HCC AQIP Action Project Charter

### The Basics

Project Title	Defining, Describing, Measuring, and Tracking Student Success at HCC
Planned Kickoff Date	June 1, 2006
Planned Completion Date	June 1, 2008
Project Sponsor	Allan Saaf

### The Project

Business Case (Why is this project important?) AQIP Item D	Student success was prominently mentioned in HCC's Campus Conversation. In addition, this seems like a good place to start a broad based conversation about student recruitment and retention issues preliminary to developing more refined retention plans.
Problem/Opportunity Statement	HCC does not currently have a meaningful measurement of student success, which prevents us from assessing whether student and institutional goals are aligned and to what degree these goals are being met.
Goal Statement	<p>Establish a meaningful, measurable definition of student success that will</p> <ul style="list-style-type: none"> <li>• allow us to measure and track the degree to which student and institutional goals are met, and</li> <li>• provide informational support for improving recruitment, intake, advisement, registration, course placement, and retention.</li> </ul>
Project Description (100 words or less) AQIP Item B	<p>Although faculty and staff at HCC are committed to helping students to learn and succeed, the College has never engaged fully in a discussion of precisely what "success" means, nor have we settled upon ways to measure it. In this project, the College will</p> <ul style="list-style-type: none"> <li>• engage in a discussion of what constitutes student success</li> <li>• collect individual student goal information during registration for subsequent semesters</li> <li>• track how those individual goals may evolve during the student's career at the college</li> <li>• gather baseline data and conduct follow-up studies designed to improve recruitment and intake</li> </ul>

	<p>processes of advising, registration, and course placement</p> <p>These data will support planning a future series of Action Projects related to student recruitment and retention.</p>
Primary AQIP Category AQIP Item C	Helping students learn
Organizational areas most affected AQIP Item E	Student Services, Developmental education curricula, and Institutional Research
Organizational processes most affected AQIP Item F	Registration and advising (including course placement), and Institutional Research
Rationale for the proposed time frame AQIP Item G	We think one year will be sufficient to define terms, acquaint the College with the purposes of this action project, and engage student and faculty support in the endeavor. In the first year data collection will be begun to provide baseline information, and will continue in subsequent years. Some trends will probably emerge in the second year that will assist in planning the next series of action projects.
Describe the plan to monitor the project's progress AQIP Item H	An AQIP Coordinating Committee will be formed to monitor all projects and inform the campus community of progress. Data will be collected and disseminated regularly.
Describe the primary outcome indicators of the project's success AQIP Item I	<ul style="list-style-type: none"> <li>• Develop and disseminate a definition of student success and collect data from students about their educational goals and plans: the appropriate measure is, "did this happen and were the results communicated effectively?" In particular, <ol style="list-style-type: none"> <li>1. Student data will be collected concerning individual goals for at least 80% of incoming students</li> <li>2. Data will be organized electronically and shared with advisors and retention personnel</li> </ol> </li> <li>• Gross measures of this action project's success include, <ol style="list-style-type: none"> <li>1. Has appropriate data on student achievement been collected and analyzed?</li> <li>2. Have process revisions suggested by the data and analysis led to improved student success data?</li> </ol> </li> </ul> <p>Are these outcomes useful in planning a subsequent</p>

	<b>series of action projects relevant to student success and student retention?</b>
<b>Describe any other parameters or constraints on the project</b>	<b>None at this time</b>

### **The People**

<b>Important Stakeholders</b>	<b>Students, all HCC employees and the community</b>
<b>Team Leaders</b>	<b>Brad Thomas, Dorothy Welty-Rodriguez</b>
<b>Data Resource</b>	<b>Dana Rosenberg</b>
<b>AQIP Process Resource</b>	<b>Padriac Shinville</b>
<b>Team Members</b>	<b>Brad Thomas, Dorothy Welty-Rodriguez, Sara Baker, Tina Bott, Amita Chakravarty, Nancy Evans, Matt Felumlee, Faye Freeman-Smith, Jackie Langhoff, Sharon McDonald, Jennifer Mills, Angie O'Connor, Betty Pilchard, Cindy Pulley, Scott Rager, Padriac Shinville</b>

<b>Date of Charter</b>	<b>August 15, 2006</b>
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