CIBE SUB-COMMITTEE ACTION PROJECT PLANNING TEMPLATE

Sub-Committee Name:	Sub-Committee Co-Chairs:
Employee & Student Opportunity Gaps	Wendy Harness/Nola Barres
Sub-Committee Members:	Sub-Committee Administrative Liaison:
Cynthia Grether, Lori Kloc, John Harned, Erica Robb, Randy Hall, Anne Elias, Audra Swarthout, Tara Novak, Marcia Hulett-Jones	Jason Young, Wendy Childs, Chad Inabinet

1) Sub-committee's charge.
Investigate, describe and discuss existing and emerging opportunity gaps among student and employee populations
2) Action Project Title
First-Gen Students Repeating Courses
3) Description of Action Project
Evaluate data on 1st gen students and the frequency they are repeating courses. Comparing data between those whose parents have a college degree and those whose parents do not.
4) How does this action project align with the Strategic Focus Area (Student Success, Community Focus, Sustainability, People Focus)?
Evaluates whether additional support is needed for 1st gen students in any of the top 20 courses where repetition may be high.
5) How does this action project align with the BEDI Framework Focus Areas (Students, Employees, Culture, Bias)?
Supports creating equitable solutions for 1st gen students in an effort to reduce any opportunity gaps.
6) Approach for Implementation
Evaluate existing data on 1st gen students and the frequency of which they may be repeating any of the top 20 courses. Use data to recommend support solutions to the appropriate workgroups.
7) Persons Responsible
No specific people assigned as of yet
8) Affected Units or CIBE Sub-Committees
Could affect SES, or Academics

9) Resources Requested (What resources will you need? Please provide an estimate of the budgetary needs. Can the action project be accomplished through the reallocation of resources or will it require new funds?
No budgetary needs at this time.
10)   Project Length
<1 year
11)   Tasks Associated with the Action Project
Data retrieval, evaluation, problem-solving to come up with solutions, and recommendation to appropriate workgroups.
12)   Project Baseline Measures
13)   Project Target Outcomes
Awareness of student opportunity gaps for 1st students, recommendations on how to close gaps based on data.
14)   Indicators of Success of Action Project – How will you measure success? (e.g. enrollment, retention completion, equity data)
Reduction of opportunity gaps for 1st gen students whose parents do not have college degrees.

PROGRESS MONITORING

Please submit a progress update when you reach the mid-point in your action plan implementation.

CHECK/ASSESS

Overall Action Project Results
Identify Strengths
Identify Opportunities for Improvement

INNOVATE/ACT

Based in results, strengths, and opportunities what action will be taken as a result of this project? Is there an opportunity to innovate? What would an innovation entail? What are the budget implications?

Is this project complete? If yes, please begin the planning cycle again.