

## CIBE SUB-COMMITTEE ACTION PROJECT PLANNING TEMPLATE

Sub-Committee Name:	Sub-Committee Co-Chairs:
<b>Student Enrollment &amp; Retention</b>	Cindy Kramer & Talma Miller
Sub-Committee Members:	Sub-Committee Administrative Liaison:
Denise Beasecker (HW), Diane Lobsiger-Braden (BTec), Heidi Chernich (Part Time), Beth Heyar (SS), Kim Klien (SS), Lindsey Bourassa (AP), Nicole Gwizdala (AP), Dawn Little (AP) Laura Schmidt (AP), Kim Mehl (SS), Shannon Doerr (AP) & Pam Livingston (HW)	Vice President Dr. Reva Curry, Vice President Chad Inabinet, Associate Dean Karry Kiste-Toner & Dean Shelly Raube
1) Sub-committee's charge.	
To collectively and collaboratively engage staff, faculty, students, and local communities by examining data related to student needs, best practices, and technology with an equity-based, student-centric focus on positively impacting recruitment and retention.	
2) Action Project Title	
Reducing programmatic attrition	
3) Description of Action Project	
Data will be gathered in an attempt to identify what barriers exist for students that are not successful or drop out of professional program.	
4) How does this action project align with the Strategic Focus Area (Student Success, Community Focus, Sustainability, People Focus)?	
If we can identify the challenges/barriers, assistance can be given to students to better prepare them for their program and subsequent success.	
5) How does this action project align with the BEDI Framework Focus Areas (Students, Employees, Culture, Bias)?	
When a student is prepared and confident, they are more apt to persist to completion of their degree	
6) Approach for Implementation	
<ol style="list-style-type: none"> <li>1. Identify ultimate goal/title</li> <li>2. What programs involved? Contact PC?</li> <li>3. What data do we want to use?</li> <li>4. Submit request for data to IR</li> <li>5. Meet to analyze data</li> <li>6. Work with areas of college to assist students with success</li> </ol>	

7) Persons Responsible
Denise Beasecker, Cindy Kramer, Pam Livingston, Laura Schmidt & Talma Miller
8) Affected Units or CIBE Sub-Committees
Employee and Student Opportunity Gaps, Academic Programs. SES,TLC
9)
10) Project Length
This could take years. Really depends on what we find and how many programs we gather data on
11) Tasks Associated with the Action Project
<ul style="list-style-type: none"> <li>Goal setting</li> <li>Identifying key questions that we need answered and what data we need to accomplish this</li> <li>Identifying programs willing/desiring to participate</li> <li>Submit request to IR</li> <li>Analyze data from IR</li> <li>Create plan</li> </ul>
12) Project Baseline Measures
Identification of "struggling/borderline" students/ critical semester data results/Program completion rates
13) Project Target Outcomes
Improve program completion rates
14) Indicators of Success of Action Project – How will you measure success? (e.g. enrollment, retention completion, equity data)
Track program completion rates before/after implementing any suggestions/programs for success
<b>PROGRESS MONITORING</b>
Please submit a progress update when you reach the mid-point in your action plan implementation.
<b>CHECK/ASSESS</b>
Overall Action Project Results
Identify Strengths

Identify Opportunities for Improvement
<b>INNOVATE/ACT</b>
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.

## Action Plan Proposal Approval Process

The CIBE sub-committees play an essential role in eliminating opportunity and equity gaps at Delta College. Each sub-committee will create an action plan annually. The action plans will be constructed with support of the respective administrative liaison. Actions plans will be presented to the CIBE committee and further reviewed by the Advisory Committee and Equity Review Committee. Once all review feedback has been addressed the action plan proposal will be approved by the CIBE Liaison Board. Approved Action Plan Proposals will be filed with Sheryl Jensen. The diagram below illustrates the Action Plan Proposal Approval Process.

