

<b>PBCC Goal:</b> Goal #5: The College will practice effective enrollment management to ensure optimal access, retention, program completion, and student success		<b>PBCC Objective:</b> Objective 5A: By 2012, the College will increase retention and completion rates by 10%	
<b>Strategy to Address the Objective:</b> Actively plan and implement campus-based initiatives to increase retention and success of students by 10% by 2012.			
<b>Desired Outcome of the Strategy:</b> Increase retention and success of students by 10% by 2012			
<b>Brief Narrative Description of the Strategy and Plan:</b> Problem statement: Student retention is an integral aspect of enrollment management. Retention and success of students need to be addressed in order to increase retention. The committee recognized that a college-wide review of current practices and activities, the identification of new critical areas and implementation of new strategies need to be addressed.			
<b>Team Members:</b>		<b>Submitted by:</b>	<b>Date:</b>
1. Carol Bond	SLC Manager - LW	Ana Porro & Dr. Mattie Roig-Watnik	
2. Gail Burkett	Faculty - PBG		
3. Dr. Robert Gingras	Associate Dean - PBG		
4. Tracey Joinson	Faculty Counselor - BR		
5. Dugues Jean Laurent	Financial Aid Coordinator - LW		
6. Dr. Barry Moore	Dean - BG		
7. Espe Noble	SLC Staff - LW		
8. Martin Pawlicki	Faculty - BR		
9. Ana Porro	Faculty - LW (Co-chair)		
10. Dr. Roger Ramsammy	Dean - LW		
11. Dr. Matilde Roig-Watnik	Dean - BR (Co-chair)		
12. Barbara Sharp	Faculty - BR		
13. Marc Webb	Test Center Coordinator - LW		
14. Chris Hunerberg	Student - LW		

<b>Action Steps</b> <i>What will be done?</i>	<b>Responsibilities</b> <i>Who will do it?</i>	<b>Timeline</b> <i>By when? (Day/Month)</i>	<b>Resources</b> <i>A. Resources Available B. Resources Needed (financial, human, political &amp; other)</i>	<b>Potential Barriers</b> <i>A. What individuals or offices may resist? B. How?</i>	<b>Involvement</b> <i>A. What groups are involved? B. How are they involved?</i>

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<b>Step 1: Set Action Plan</b>	committee	Spring 2009	A. Committee members	A. None  B.	A. College-wide personnel from various areas.
<b>Step 2: Present to Provosts the Action Plan</b>	Co-Chairs of Student Success and Retention Committee, VP Student Services	Fall 2009	A. Committee Co-Chairs	A. None	A. Provosts, Committee Co-Chairs
<b>Step 3: Each Campus will form student success and retention committee</b>	Provost at each campus	Fall 2009	A. B. College-wide Committee present data on retention/success rates to campus committee	A. Time, Faculty off in summer  B.	A. Representation of Academic, Student Services, students, CTE, Facilities, and Security  B.
<b>Step 4: Review existing PBCC retention and success trends</b>	Student Success and Retention Committee	Fall 2009/Spring 2010	A. Report from step 3  B. Accountability Report	A.  B. Time	A. IRE  B. Data reporting
<b>Step 5: Review PBCC activities and departments involved</b>	Student Success and Retention Committee	Fall 2009/Spring 2010	A. Provosts  B. Recorded Matrix of Activities	A.  B. Time	A. Provosts/Campus teams  B. Collecting/gathering info
<b>Step 6: Identify which areas are most critical and prioritize</b>	Student Success and Retention Committee	Fall 2009/Spring 2010	A. Matrix mentioned above  B. Supported data-driven priorities	A.  B. Cost Benefit Analysis (CBA)	A. Business Services  B. Assisting with CBA

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<b>Step 7: Review national best practices on student retention and success</b>	One member delegate from each campus committee as a subcommittee to research best practices and report all findings to each campus	Fall 2009/Spring 2010	A. Technology, interviews with other personnel from other institutions  B. LLRC Matrix of Best Practices	A. Time, Availability of other personnel from other institutions  B. difficulty in visiting other colleges	A. Campus committee member  B.
<b>Step 8: Review best practices with campus and Provost</b>	Subcommittee for "Review of national best practices"	Fall 2009/Spring 2010	A. –None  B.	A. None  B.	A. EM Campus committees, Campus Provost, Subcommittee member who did review  B.
<b>Step 9: Develop and choose campus <u>one</u> Pilot Improvement Plan "PIPS" &amp; present draft to Enrollment Management Committee for approval</b>	Provost, Campus deans, Associate Deans and Student Success and Retention Committee	Fall 2009/Spring 2010	A. None	B. None	C. Campus Provost/ EM Campus Committee

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<b>Step 10: Each campus committee presents the 1) Report of Best Practices from the Ad Hoc Committee and 2) PIPS, at a meeting to College-wide Enrollment Management Committee, VPAA, VPSS, and Provosts</b>	Student Success and Retention Committee	Spring 2010	A. None  B.	A. None  B.	A. EM Campus Committee, Chair, College-wide Enrollment Management Committee, VPAA, VPSS, and Provosts  B.
<b>Step 11: Develop implementation process including evaluation and assessment</b>	Provost, Campus deans, and Student Success and Retention Committee	Fall 2009/Spring 2010	A. IRE personnel	A. Time and availability of IRE personnel	<b>IRE Office</b>  <b>Devise assessment measures</b>
<b>Step 12: Implement PIPS</b>	Student Success and Retention Committee, Provost, Deans	Fall 2010 – Spring 2011	A. Campus staff and committee members, faculty  B.	A. Availability of Campus staff and committee members, faculty  B. time	A. Campus staff and committee members, faculty  B.
<b>Step 13: Assess effectiveness</b>	Student Success and Retention Committee, Provost, Deans	Late Spring 2011	A. IRE Personnel B.	A. Having enough data  B. Time- having enough time to implement PIPS	<b>A. IRE Office</b>  <b>B. Conduct assessment analyses</b>

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<b>Step 14:</b> Presenting effectiveness of initiative to College-wide EM committee	Campus Student Success and Retention Committee	Fall 2011	A.	A. Having completed pilot project (time)	A. Campus Student Success & Retention Committee

**Evidence of Success:** *(What evidence will be provided that progress is being made? What are the benchmarks of success?)*

A 10% increase in retention in students in the pilot programs at each campus will be successfully retained .

**Assessment Process:** *(How will the outcomes of the strategy be measured? What are the specific measures?)*

Data from the 2008-09 academic year will be used to compare to data from the end of the pilot program (Fall 2011) for successful retention. Measures used will be those defined by the IRE office in Step 10.

**Progress Report:** *(To be completed during the action plan at determined points)*

Date:	Describe Progress:	Barriers to Implementation:	Submitted by:	Current Status:
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
				<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red

Green = On schedule  
Yellow = Delayed  
Red = Very behind schedule