Operational Plan: Strategies and Actions

Operational Plan - E. Completing Student Strategies

**Strategy: Comprehensive Communication Strategy**

**Strategy Status:** In Progress  
**Implementation Year(s):** 2019 - 2020

### Actions

<table>
<thead>
<tr>
<th>Year</th>
<th>Action Description</th>
<th>Responsible Parties</th>
<th>Expected Month of Completion</th>
<th>Expected Year of Completion</th>
<th>Request Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 - 2020</td>
<td>Focus groups for skills completers and job out? Define focus groups completers or near completers. Define questions for each associate degree, transfer, certificate. Student focus groups - ongoing feedback.</td>
<td>Focus Groups, IRB</td>
<td>March</td>
<td>2019</td>
<td>1 - Fixed Costs: Certificated Personnel, 8 - Variable Costs: Supplies/Materials</td>
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<tr>
<td></td>
<td><strong>Expected Month of Completion:</strong> March</td>
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<td>2019 - 2020</td>
<td>Find alternatives to Hartnell emails (students use personal emails) Make sure they know to forward</td>
<td>Counseling, Admissions and Records</td>
<td>March</td>
<td>2019</td>
<td>1 - Fixed Costs: Certificated Personnel, 8 - Variable Costs: Supplies/Materials</td>
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<td>2019 - 2020</td>
<td>Message students with 30 units to check with Counseling and/or A&amp;R to review degrees/cert/transfer status (cross check). Can we visualize new email formats that make messaging visually identifiable – urgent or progress. How many emails are sent to students? Email fatigue.</td>
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Operational Plan - E. Completing Student Strategies

**Resource Request:** IT Work Study

**Time**

**Expected Month of Completion:** May
**Expected Year of Completion:** 2019

**Responsible Parties:** Counseling Admissions and Records

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**Strategy: Proposed plan to increase Hartnell College Degrees and Awards File**

Proposed plan to increase Hartnell College Degrees and Awards File

**Strategy Status:** In Progress

**Implementation Year(s):** 2019 - 2020

**Actions**

**Action Description:** Review HC’s current 2018-2019 college catalog graduation requirements (Active)

- Residency for Associate Degree & Certificate Requirements
- Double majors
- Additional/multiple Degrees/Certificates
- Waiving Ethnic Groups in the US requirement when an ADT has been awarded along with an additional Associate Degree
- AP4100 Graduation Requirements for Degrees & Certificates w/VPAA, Curriculum Chair

**Expected Month of Completion:** June
**Expected Year of Completion:** 2020

**Responsible Parties:** Dean of Student Affairs (Enrollment Services)

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**2019 - 2020 - Auto Awarding Degrees/Certificates running processes that identify program requirements being met. (Active)**

**Action Description:** Review

- Title 5 CCR 555063 “shall award”
- Review the implementation plans that other CC’s have utilized (West Hills, Mt. San Antonio, Riverside)
- Look at systems such as Ferilli.com or Ellucian.
- Consider removing the need for students to petition to graduate

**Expected Month of Completion:** June
**Expected Year of Completion:** 2020

**Responsible Parties:** Dean of Student Affairs (Enrollment Services)

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**2019 - 2020 - Front load/early evaluate transfer credits for educational planning and Guided Pathways (Active)**

**Action Description:** Review

- The implementation plans from College of the Desert
- Review the DOE Federal Financial Aid Regulations on transfer credits

**Expected Month of Completion:** June
**Expected Year of Completion:** 2020

**Responsible Parties:** Dean of Student Affairs (Enrollment Services)

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Operational Plan - E. Completing Student Strategies

Do we evaluate once the student has met with a counselor so that a major can be determined? The counselor would alert the designated evaluator to evaluate credits with the chosen major.

**Responsible Parties:** Dean of Student Affairs (Enrollment Services)
**Expected Month of Completion:** June
**Expected Year of Completion:** 2020

Strategy: Complete Inquiry, Establish Metrics, Create Systematic Plan Based on Findings

Complete Inquiry, Establish Metrics, Create Systematic Plan Based on Findings

**Strategy Status:** In Progress
**Implementation Year(s):** 2019 - 2020

**Actions**

**2019 - 2020 - Complete Inquiry process and action plan (Active)**

**Action Description:** Complete Inquiry process and action plan based on findings using the following essential questions as our guide: 1) Who Are They? (A review of data to help us to identify and understand the completing student.)

2) What do they need to know and be able to become successful completers? (What are the specific policies and procedures they need to be aware of and utilize?)

**Responsible Parties:** Completing Students Team, Institutional Researcher
**Expected Month of Completion:** May
**Expected Year of Completion:** 2019

**2019 - 2020 - 3) How will they need to be supported to be successful completers? (Active)**

**Action Description:** (A systematic action plan for Completing Students to ensure they successfully complete with a degree or certificate, and/or transition to employment or University).

**Responsible Parties:** Completing Students Team

**Expected Month of Completion:** May
**Expected Year of Completion:** 2019

**2019 - 2020 - 4) How will we know if the strategies we have employed were successful (Active)**

**Action Description:** (The evaluation process that will be used to review institutional effectiveness on meeting key performance metrics for Completing Students.)

**Responsible Parties:** Completing Students Team

**Expected Month of Completion:** May
**Expected Year of Completion:** 2019