
Action Project

Institution: Blackhawk Technical College

Submitted: 2007-02-21

Timeline:

Planned project kickoff date: 2006-12-06

Target completion date: 2009-07-01

Actual completion date: 2009-07-01

A. Give this Action Project a short title in 10 words or fewer:

Standards of Academic Progress Policy and Procedure

B. Describe this Action Project's goal in 100 words or fewer:

This project proposes a proactive approach to helping students succeed. Progressive intervention steps will be applied consistently for all students. Mid-term and final semester grades will be used to identify those students at risk of poor academic performance. Students will receive a warning, probation and possibly suspension. Various resources will be utilized to promote and encourage success.

C. Identify the single AQIP Category which the Action Project will most affect or impact:

Primary Category: Supporting Institutional Operations

D. Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:

The college wants to give students the right to succeed rather than the right to fail. The Student Success Committee has implemented several measures to this end, including increasing involvement of staff, hiring a consultant to conduct a retention assessment, revising the early intervention referral system.

E. List the organizational areas - -institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

Student Services/Counseling

Academic Support

Faculty

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

Student Success/Student Retention

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

The policy/process will be implemented for use in August 2007 and will be evaluated during that academic year.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

We will compare grades following intervention and monitor overall GPAs of at-risk students. We will also monitor course completers each semester.

I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

The percentage of students who maintain a semester grade point average of 2.00 and complete 67% of their semester coursework will increase.

J. Other information (e.g., publicity, sponsor or champion, etc.):

Liaison -Vice President of Learning Support – (608)757-7739

Last Action Project Update: 2007-09-07

A. Describe the past year's accomplishments and the current status of this Action Project.

Meetings were held with the Student Success Committee, the Standards of Academic Progress sub-committee, Deans, faculty and President's Council for planning and gathering input and reaction. The Standards of Academic Progress sub-committee researched information on Standards of Academic Progress plans from several other colleges which was used to develop our plan. We looked at the data showing the number of students who received two or more unsatisfactory grades (U's) at the mid-term. We also reviewed how many of the students who received C- or higher for final grades, how many failed, and how many withdrew. We then collected data on final grades compared to entrance assessment scores.

Next, letters were sent to students who received two or more U's encouraging them to meet with a counselor or advisor and to take other steps to improve success.

The new Standards of Academic Progress Plan has been included in the 2007-08 Student Handbook/Planner. Transcripts have been revised to include the notation of Academic Probation, Academic Suspension and Reinstatement. The Student Success Committee also engaged in a Continuous Improvement Process related to this project.

B. Describe how the institution involved people in work on this Action Project.

Other than the committee and sub-committee, we also involved faculty, deans, President's Council, and our Management Information Systems staff. Reports and

updates were presented at all-staff in-services and at an administrative staff meeting. Committee minutes were distributed to staff on our internal web site. The sub-committee reported to the larger committee, and some type of action was assigned to be completed and reported at the next meeting.

C. Describe your planned next steps for this Action Project.

The Standards of Academic Progress plan will be implemented in the fall semester of 2007. The Continuous Improvement plan will be followed. Revisions will be made to the plan as needed. We have developed a baseline, so we will monitor course completion, graduation, etc. to determine if students are more successful.

D. Describe any "effective practice(s)" that resulted from your work on this Action Project.

Our goal is helping students be successful through early intervention. The college philosophy is changing from "the student's right to fail" to the "student's right to succeed". We want to assist students to be more aware of their academic status and to assist them in being a team player in their success. This process will decrease the number of students who consistently perform below academic standards and then are not able to graduate when they expect. We hope that course success rates and graduation rates will improve, and simultaneously, this will improve the morale of students and faculty/staff.

E. What challenges, if any, are you still facing in regards to this Action Project?

Potential challenges may include: students taking longer to complete programs; the college experiencing a decrease in total enrollments; and an increase in staff time to monitor this process adequately.

F. If you would like to discuss the possibility of AQIP providing you help to stimulate progress on this action project, explain your need(s) here and tell us who to contact and when?

We feel that we are on track with the project. As stated above, revisions will be made as needed.

Last Action Project Update: 2008-08-29

A. Describe the past year's accomplishments and the current status of this Action Project.

The project is at the beginning of the second year. Over 200 students were placed on academic probation each semester and 69 students are currently on academic suspension. The policy was included in the Student Planner. Students also received letters indicating they were on probation or suspension. This designation is also programmed to print on the students' transcripts.

B. Describe how the institution involved people in work on this Action Project.

The policy was discussed with the instructional deans and the Enrollment Management Committee. We conducted a break-out session at in-services for faculty who are supportive of the project.

C. Describe your planned next steps for this Action Project.

Develop a more formal approach to review student placed on academic suspension for re-entry into the college. Track the outcomes of students to determine if this intervention had a positive impact on their educational success. Develop interventions for students on academic probation to avoid going on suspension.

D. Describe any "effective practice(s)" that resulted from your work on this Action Project.

Students are more aware of their academic status and realize the importance of improving their GPA. It forces students to reflect on their academic challenges and what they can do to be more successful. It is also an opportunity for the college to remind students of internal and external resources.

E. What challenges, if any, are you still facing in regards to this Action Project?

May need additional staff to adequately monitor and/or enforce the policy. Also need to develop an efficient method to track and manage students for follow-up.

F. If you would like to discuss the possibility of AQIP providing you help to stimulate progress on this action project, explain your need(s) here and tell us who to contact and when?
