

Anticipating and Overcoming Institutional Barriers Exercise


Introduction

How do you imagine a Win-Win process will work on your campus? Who will be involved? Which departments? What tasks? Have stakeholders met? What is their understanding of the Win-Win process? Which college policies may impact the process? What are the steps to Win-Win? Who does AAOT degree audits now? Will that same person(s) be responsible for Win-Win AAOT degree audits? If not, who else? What documentation lists the AAOT requirements? What electronic or paper forms are currently used for AAOT degree audits? What software, if any, do you use for degree audits? If you use an online system, are any paper files kept? Does documentation need updating? How and in what ways can you improve forms? Practices? Policies? What can you get started on now? What can be done later?

The Win-Win process

In June 2012, the Coordinator will send you a spreadsheet with detailed academic records. Each record will be categorized and list requirements a student may be lacking.

Your task is to perform degree audits, seek out students, award degrees and track the disposition of each academic record (e.g. degree awarded, student returning to school, etc). The spreadsheet will include columns for tracking this info. **Your college performs these tasks daily, why bother with this?**

This exercise is aimed toward campus learning and removing completions' barriers across departments, our shared Win-Win mission. With that in mind, consider the questions below. Use fresh eyes  answer each question and start (or continue) local dialogue. List additional questions not yet posed.

The exercise

What you can do now: Set the stage

1. Summarize the Win-Win steps: _____

 (Hint: <http://www.ihep.org/qualifiedstudents.cfm>, see full cycle. Can you ID how OR differs from other states?)
2. Where can you find the Oregon Win-Win steps and timeline? _____
 (Hint: <http://www.lanec.edu/studentsuccess/Conferences/winwindqp/resources.html>, see schedule and timeline)
3. Who will carry the Win-Win banner (e.g. inform and advocate to create a broad base of support)? _____


4. Who will engage all campus stakeholders? _____ Have academic deans been engaged? _____
 Financial aid officers? _____ Registrars? _____ Who else needs to be involved? _____
5. What will be your message? _____
6. How are student records selected? _____ (Hint: see selection criteria above.)
7. Who will train staff to become fluent in Win-Win procedures, data gathering and reporting? _____

UNIVERSE OF INTEREST
INCLUDES STUDENTS WHO:




- ✓ are not enrolled,
- ✓ have 2.0 or higher GPA,
- ✓ earned at least 90 credits,
- ✓ have not earned a degree

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What to do during the process: Perform the degree audit steps

8. Who will review spreadsheet results  initial audit?

 9. Who will prioritize student records to audit (if applicable)?

 10. One expert advised schools to filter or screen student records for financial and other “holds” before the degree audit. How will your school do so? _____
 11. Who will perform degree audits? _____ Will you use the same process used now? _____ If not, what process will you follow? _____
 12. Who will categorize student records and record in spreadsheet? (Categories  “AAOT eligible,” “Potentially eligible,” “Neither” or “Unresolved.” See sidebar. _____
- TO DO: Refine definitions during conference call.**
13. How will you track the progress of each student (e.g. from eligibility to acceptance of degree)? _____
 14. Will you use the Excel spreadsheet, or another tracking method  List: _____
 15. What else is important to record  _____

Awarding degrees to AAOT-eligible students

16. What degree awarding policy  is your school use? _____
How does the Win-Win process effect the policy? _____
17. After you identify AAOT-eligible students, how will you contact them (communication method  _____ Tip from other states: School emails and addresses may be expired. How will you find new emails or addresses? _____
18. Will your school have one contact for students? _____ Who? _____
19. Will your existing degree awarding process be used to award these degrees? _____ If not, what will differ? _____
20. How do you currently track degrees granted? _____
Will that process work for Win-Win? _____ If not, what will you use instead? _____

What to do during the process: Overcoming potential barriers to awarding degrees

21. Financial **holds** have been a barrier for other schools. What can you do to overcome this barrier at your school for AAOT-eligible students? _____
 - a. Who will be responsible for signing off on financial holds? _____ Does your school have a way to waive financial barriers (like PSU Last Mile Initiative)? _____

***AAOT eligible:** student record meets all 2010/11 Associate of Arts Oregon Transfer (AAOT) degree requirements

***Potentially eligible:**

- Student record lacks one or more parameters of the AAOT degree requirements
- Student record is academically short (lacking 1-12 quarter credits)

***Neither:** student record does not meet the AAOT degree requirements and is not potentially eligible for the AAOT. **How do we want to define this?** (A. Already received a degree, B. ...

***Unresolved data:** **How do we want to define this?** Student could not be contacted? (Deceased student, ...


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What to do after the degree audits: Contacting and re-enrolling potentially-eligible students

The next step is to contact students who are potentially eligible for the AAOT degree. Contacting and re-enrolling “potentials” can be the most time intensive process of all Win-Win steps and should be started very early on.

22. Who will contact potential degree earners? _____
23. How will you notify these students that they are close to earning an AAOT? _____
24. Who will help students re-enroll? _____ Who will explain their academic record? _____
25. Do you use completion templates (a form listing what a student needs and is lacking in order to earn the degree) now? ____ If not, will the existing AAOT degree worksheet work for that purpose? ____ If not, will another form work better? _____ Who will create the form? _____
26. Will you assess students for degree programs other than the AAOT? ____ Which degrees? _____
27. One state advised tracking communication methods used? Will you do so? _____ Will you track the effectiveness of the methods? ____ How? _____

What you can do after the Win-Win process: Evaluate the paperwork

28. Review AAOT degree requirements.
 - a. Do you have a detailed list of AAOT-eligible courses for *each* of the subject areas¹? _____
 - b. Where are the degree requirements published now? (web, catalog, brochure in students’ first office, advisors’ offices): _____
 - c. Where *should* a student be able to find the requirements? List: _____
 - d. How many copies did you find? ____ Compare copies. Are the copies *exactly the same* (yes/no)? ____ If not, how will you resolve? _____
 - e. Are AAOT requirements easy to find on website? _____ Easy to find in catalog? _____
 - f. Are degree requirements listed in indices? (yes/no)? ____ In checklist form (yes/no)? ____ Is the checklist concise? (e.g. 1-page) (yes/no)? ____ Comments: _____
 - g. Are requirements easy to print (e.g. continuous pages in catalog)? (yes/no)? _____
29. Compare degree requirements with **best in state** (provided  what do you *like* about it? _____ What do you *dislike*? _____
30. List the *strengths* of *your* AAOT requirements. What do you *like* that you should keep? _____
 - a. Comparatively, are your materials easy to use? (yes/no/why)? _____

After the degree audits: Update the paperwork

31. What would like to adopt from the “best”? List the changes that are feasible within the next month: _____
 _____ Within the next 6 months?
 _____ Within the next year?

¹ WR=Writing, MTH=Math, COMM=Speech/Communication, HPE=Health and Physical Education, AL=Arts and Letters, SS=Social Science, SMCS=Science, Math, Computer Science, SMCS LAB=Biological or physical science laboratory class, CL=Cultural Literacy, Electives, CTE=Career Technical Education courses or prefixes (Trivia: [Which category is the most often over-looked?](#))

