Action Plan for: Academic Preparation for College (Adopted from recommendations of the DEI Assessment and Placement Subcommittee)

List Outcomes (results to be achieved):	List Milestones (outputs which indicate progress in completing action plan):
Increase percentage of students entering North Central State College who are academically college ready.	1. Percent of fall entering cohort students determined college ready (AtD metric) 2. Average developmental placement for fall cohort. Weighted average of number of reading, writing and math courses placed into. 3. Percent of entering fall cohort students determined computer literate by the end of their first quarter (through CL retest or CL course completion)[1] 4. Select individual metrics from evaluation Developmental Education Initiative or AtD strategies (On-campus and high school math boot camps, Solutions program, Writing boot camp)

Tasks/Responsibilities/Time Frame

List of Key Tasks COMPASS Preparation	Who is responsible for completing?	When will it be completed?
Note: It is important to remember that as a DEI strategy, NC State has <u>generally</u> moved away from the "One-Stop" intake. This is to allow potential students more time to process the pre-registration steps (eg, application, financial aid, COMPASS debrief, multi-quarter Educational Plan completion, orientation, schedule, etc.). The SSC does intend to develop protocols to streamline the process for transient students, workforce skill development only, etc. The proposed steps would be integrated into this new advising process. Taken together, it is possible these strategies could have a negative impact on first-term enrollment. However, these steps will result in increased retention and student success for those who do enroll. 1. Students would not be permitted to take the COMPASS assessment until they "understand the high stakes nature of the test," including the time and expense involved in developmental classes. This is a two-step process. Step 1. How? Students will be directed to a website that explains the nature of the assessments OR given a brochure with the information. a. The brochure will provide a place on the last page to note the	*Admissions *Tech Prep advisors *Marketing *SSC staff *Anyone who provides enrollment information *Anyone who makes a	May, 2011

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[1] If not expanded to all students, tracking will remain for students whose majors require CIS testing.

student's appointment time, ensuring that the brochure is being utilized by offices. b. If student has not read the brochure (by making an appointment via the phone), s/he would be required to read it while waiting to begin the assessment. c. Students would sign an electronic form, confirming that they understand the implications of the COMPASS assessment before they begin assessment. This is part of the COMPASS demographics.	COMPASS appointment for a student	
2. Any prospective student needing to take any portion of the COMPASS will be required to take a practice test on appropriate software to understand how the testing process works. Step 2. How? a) This is to be completed online (Guilford Technical College online workshop available to public), with a print out at the end confirming that the student has viewed the software. It would be presented to the SSC Testing Center in order to take the COMPASS. b) It could also be completed in any College lab or the Tutoring Center on a walk-in basis. c) Students in high school, would complete this at their high school on a volunteer basis or as part of their senior year, college preparation pilot, and explore possibility of requiring it for Tech Prep students. d) COMPASS preparation workshops will be offered once a month to also review this information with students. (Requires funding.)	*Admissions *Marketing *SSC staff *Tutoring Center *Tech Prep Director and advisors *Anyone who provides enrollment Information to the students.	Fall, 2011

3. After in-depth discussion COMPASS scores and classes in which student was placed, students placing into developmental courses would be offered retesting of COMPASS sections under the following conditions:
    *Bootcamps (math, writing)
    *Solutions
    *Tutoring in the Tutoring Center (to meet some type of competency measure)
    *Reading workshops (to be created)
    *Plato
How? Any student wishing to retest would be charged a "retest fee" of $30 unless s/he completes one of the options above (to be paid at the Cashier's office and proof of payment to be presented to the SSC.)
If the student completes/attends bootcamps or Solutions, the student
	*SSC staff
	*Tutoring Center
	*Solutions
	*Peg Moir, VP of Learning Support and Retention Services (to confirm access to COMPASS prep program by Guilford Tech)
	*Deb Hysell/Richard Birk – Reading workshop on main idea, literal and inferential information
		May, 2011
		
		Feb , 2011
		
		May, 2011

would retest at the end of that process. If the student completes a pre-determined time for tutoring, the Tutoring Center would document completion of required hours, which the student would present to the SSC in order to retest. (Debriefing requires funding.)		
4. **NC State is adopting the statewide cutoff scores for ENG 101 for courses beginning Fall 2011, dropping the cut-off range from 81 to 69. Since students who score in the 69-81 range may still have academic challenges in ENG 101, they will be required to take a secondary writing assessment such as COMPASS E-write. The outcome of this secondary assessment could confirm the student is indeed college ready or possibly in likely need of supplemental assistance to succeed in ENG 101. This supplemental assistance could include: WRT 116 boot camp, a paired WRT 116-ENG 101 course or mandatory tutoring should the student struggle in ENG 101.**	***SSC Staff** ***English Dept.** ***Tutoring Center**	**May, 2011 (anyone entering for Fall 2011)**
5. **We are in the process of developing a new remediation plan for the skills that are assessed in the new Computer Literacy Assessment. Students who are nearly competent, or competent in all areas but one, may want to use one of the many free, web-based resources available; this method could expedite their training and would have no cost. For students that need more guided instruction, free tutoring and workshops will be provided. For students that score very low on the Computer Literacy Assessment, or fail the re-test, would be directed to a remediation course. A revised remediation course will be developed in conjunction with semester conversion to better align with literacy needs.**	***SSC Staff** ***CIS Dept.** ***Tutoring Center**	**June 2011 (anyone entering for Fall 2011)**
a)**Students will be incented to immediately remediate their computer literacy skills by waiving a $15 retest fee if the student proves they have received remediation within their first quarter.**	***SSC Staff** ***Tutoring Center**	**Fall 2011**
b)**Based on an evaluation of the effectiveness of this tactic, the Action Team could propose that computer literacy become a co-requisite for developmental and gateway math and English courses. This would impact all majors, not just those required to take MS Office courses.**	***IR**	**Winter 2011**

	Who is responsible for completing?	When will it be completed?
6. Any returning student (who wishes to enter for Fall 2011) who has not completed ENG 101 or MTH 103 would be required to retest on the COMPASS, if the last COMPASS/ACT assessment scores were over 5 years old. **How?** Admissions, SSC , and SRO would not input any ACT scores older than 5 years. For students whose ACT scores are already loaded, the SSC Assessment Coordinator will work with the Datatel system, so it will not read assessment scores older than 5 years old (this would need updated yearly).	*Admissions *SSC staff *Cathy Craig – investigate the Datatel implications with IT dept. *Student Records staff	May, 2011 (anyone entering for Fall 2011)
7. New processes and procedures be shared with the entire college at Fall convocation or some other appropriate means.	SSC Staff/Assessment Coordinator/Admissions?	Fall, 2011
List of Key Tasks, continued	*Who is responsible for completing?*	*When will it be completed?*
Developmental Education Initiative Strategies		
1. Math Boot Camp. Quarterly boot camps for students testing near the cut-off thresholds for various levels of math will continue with DEI funding through FY 2012. A logic model has been developed guiding this strategy, as well as an evaluation plan and data template. Based on results of evaluation at the end of the grant, the college will decide whether to continue this strategy with college resources.	*SSCStaff *Math Department *Institutional Research	Pre-quarter camps ongoing
2. Secondary to Post Secondary High School Boot Camps in math. Annual Boot Camps for regional high school students during the Ohio Graduation Test week in March. Eligible students would have passed all sections of the OGT, yet be referred to camp due to scores below college-readiness in math in the ACT PLAN test. They would pretest on COMPASS and if developmental, take an 8 hour boot camp team-taught by college and high school faculty followed by a post-test. The first round of camps is taking place in March 2011 with five regional schools. This will be followed by evaluation to determine whether to expand the camps to more schools in 2012. It is assumed high school faculty that co-taught the camp in 2011 can lead for their schools in 2012, while college faculty work with new schools. Based on the results of evaluation at the end of the grant in FY 2012, the college will decide whether to continue this strategy with college or other resources.	*Tech Prep *SSC Staff *SPARC P-16 Council *Regional school superintendents, principals, math faculty *NC State Math Department *Institutional Research	March 2011, round one, to be repeated in March 2012

3. **Solutions Adult College Readiness program through ABLE. Solutions is a campus-based program assisting persons to remediate skills in reading, writing and math. Students use the individualized, self-paced instruction as a free support before retaking COMPASS. As long as the student is not currently attempting the class for which they are receiving help, they can receive free assistance through Solutions. Based on results of evaluation at the end of the grant, the college will decide whether to continue this strategy with college or other resources.**	***Solutions Program** ***Mansfield CSD ABLE** ***SSC Staff** ***Tutoring Center** ***Institutional Research**	**Ongoing program through at least FY 2012**

Action Plan Budget

New Resources Required (List and explain why new resources are required)	Sources of Resources (List by source - explain)	Net New Resources Required (New resources less resources available from Sources)
A. The college would incorporate a $15 application fee.[2] Currently, 13 of 22 two-year colleges in Ohio charge an application fee with an average cost of $15. This includes all the co-located technical colleges with the exception of Belmont Technical. B. In FY 2010, we had approximately 1,500 new, non-high school students. Assuming this number continues and that 25% of applicants do not come here, that equates to approximately 1,900 new applications, or $28,500. C. Students who choose to take a COMPASS retest without recommended prep or remediation would be charged a $30 retest fee. Est. 50 students * 30 = $1,500. New funds = $30,000.	A. The SSC is currently funding increased advising, including enhanced COMPASS debriefs (started Winter 2011) from college resources which it does not believe it has the hours to accommodate in FY 2012. B. It also has a one-time allotment of computer literacy tests ($10) which it may exhaust in FY 2012 depending on retests. Also, a revised assessment would require purchase of new tests. C. The SSC does currently charge $15 for a CIS retest, though. Assuming 10% of currently required students retest, this represents $750. **New Financial Needs** CIS Test ($10 per) $5,000 COMPASS prep brochure 200 COMPASS prep workshop 1,080 Increased # COMPASS/year 1,700 Reading bootcamp dev. 1,640 Reading bootcamp operation 640 SSC debriefing 12,750 Eng. Boot Camps/E-Write 3,000 Additional Tutoring 3,990 Total $30,000	All from Application and Retest Fee

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[2] We realize that even if implemented, the College may wish to direct revenues from an application fee wholly or partly to other services.

	From DEI Grant:	From DEI Grant
	Math Boot Camp $5,632 High School Boot Camp 11,000 Solutions Program 21,561 *TRIO another possible source Other resources: -Connect Ohio Grant for on campus computer lit workshops and tutoring $ not det. -Free online computer lit $? tutorials	
Additional Detail **#1 CIS Vendor Cost. Each current CIS assessment costs $10 for the vendor (Skillcheck). This assumes we will create the new assessment at current cost.** **#2. <u>Understanding the high stakes of COMPASS brochure</u> 4,000 brochures per year .05 printing cost per brochure $200** **#3.d <u>COMPASS prep workshops</u> to be delivered each month. 2 hours for each portion of Reading, Writing and Math, with general instructions on test taking techniques. 2 hours RDG 2hours WRT <u>2 hours MTH</u> 6 hours x $15 per hour (to be delivered**	**Additional Detail** **$5,000 for 500 new annual non-high school students** **$200** **$1080**	

by adjunct or PT staff)= $90 per month X 12 months = $1080		
#4. <u>Creation of Reading Workshop</u>- Cost incurred for Chair and course coordinator to create a 2-hour reading workshop	16 hours x 2 faculty = 38 hours x $43 (highest level adjunct pay w/benefits) = $1,634	
#5 Operation of reading boot camp. Assumes 2 boot camps per quarter at $80 cost apiece.	$640	
#5. <u>Increased # of COMPASS tests</u> per year for students with test results older than 5 years 200 additional tests per year <u>$ 8.50</u> cost per assessment $1,700	$1,700	
#6. <u>SSC Debriefing funds</u>- All the information that now needs to be covered with students will take more time per student, which cannot be done by the current advisors because of their already-full workload. "Debriefing staff" are needed on a PT basis, at considerably less pay, as well. Considering that 85% of the students taking COMPASS place into developmental course of some level, and that the SSC administers approximately 2,000 in-house COMPASS per year, this calculates to the following: 85% x 2,000 = 1700 students	$11,240	

yearly who will receive the in-depth review of scores and "options" for retesting, and then retest debriefing, as well. **1700 x .50 hr = 850 hours per year** **850 hours x$15 per hour pay rate (lowest level + benefits)** **<u>= $12,750 needed to pay additional staff for this time</u>**			
#7 Additional E-Write Tests are estimated at $2.50 with administration costs. Further, each English Boot Camp is estimated at $600 * 4 = $2,400.	$3,000		
#8 Additional tutoring for COMPASS prep. Assume 266 hours of additional tutoring at $15 per hour rate including benefits.	$3,990		

Action Plan Supplement for _____

Information Required from IT/IR to Effectively Carry Out the Action Plan (List the items of information required and why) **The items relating to DEI and AtD will be tracked as part of those evaluations. The other milestones had already been proposed within the Means metrics and should not pose significant difficulty in calculating.**	*Date Needed*