

2019 CCG Campus Plan Updates

GUIDELINES & GENERAL INFORMATION

The CCG Campus Plan Updates are intended to be an opportunity for your institution to reflect on your past work and plan for next steps. Updates are living documents rooted in your institutional mission and student body profile and reflecting the work that will most impact your goals for improved student success. It is our intention for updates to be a part of a campus planning process that helps to identify success and challenges and communicates these to peers at institutions across the University System

For 2019, the Campus Plan Updates retain the reporting structure from the previous years. The 2019 update has **two parts**:

- an online **strategy survey** for institutions to indicate the strategies and activities that they have pursued, and
- a **narrative report** for more detailed discussion of the top priority work and progress of the past year.

Together these elements will help to paint a comprehensive picture of the varied and productive work in place on our campuses.

Campus Plan Updates are reviews of work *completed in the 2018-2019 academic year*. They are intentionally retrospective. If your institution is changing focus or realigning priorities for the future, please report on the work completed in the current year and let us know about the changes in the Observations section.

WHAT'S NEW FOR 2019?

CCG Data

For the 2017 and 2018, the System Office provided institutions with data workbooks from the Academic Data Collection across a range of common indicators to supplement institutional reporting. For 2019, the System is providing a subset of these as data visualizations and other elements as a data file. It is hoped that the data visualizations will allow you to investigate your institution's status and progress and share this across your campus in a more readily digestible form.

Strategy Survey

The Strategy Survey is updated for 2019, with more targeted questions about your work. The survey has also been reduced in scope overall.

Momentum Update

The 2019 Updates features a section on the Momentum Year that aligns with institutional reporting for the budgetary process around the Momentum Year.

Student Success Team

As we continue to foster institutional networks for success, for 2019 we're asking for institutions to let us know who is on their Student Success and Completion team.

2019 UPDATES FORMAT

Reports should include the institutional profile, a summary of each of your high impact, high priority completion strategies, including a general description of the activity, a summary of activities undertaken in the 2018-2019 academic year and their results, and any lessons you have learned about this activity this year. Your update may be structured in a manner similar to previous year's if that is most convenient, but you are equally invited to report in a fashion that supports your internal needs.

Section 1. Institutional Mission and Student Body Profile

Provide a brief overview of your institutional mission and student body profile. Please briefly describe enrollment trends, demographics (for example, % Pell grant-eligible, % first-generation college students, % adult learners), and how your institutional mission influences your completion work's key priorities.

Section 2. Momentum Year Update

Discuss the major actions undertaken as part of your Momentum Year plan. What components are still in the development or implementation phases? In addition to other elements, please describe strategy taken in supporting students making a purposeful choice of a program or focus? Discuss any early results to date.

Section 3. Other Institutional High-Impact Strategies, Activities & Outcomes

Many of your existing strategies will be included in your Momentum Year work. For those that are not, provide a general overview and description of each high priority, high impact activity, a summary of the work your institution has undertaken on each this past year, the results or outcomes of this work, your long-term goal for this strategy and any observations of lessons you have learned about this activity this year. Your update may be structured in a manner similar to previous year's if that is most convenient, but you are equally invited to report in a fashion that supports your internal needs.

Section 4. Observations and Next Steps

What strategies and activities have been most successful? What have been least effective? How has your institution made adjustments to your completion activities over the past year? What are your plans for the coming year?

Section 5: Student Success and Completion Team

Please provide the names and titles for the individuals on your campus responsible for implementing, monitoring, and evaluating your Student Success and Completion Strategies.

No Limits on Strategies; Reasonable Limits on Length

Institutions are not limited in the number of strategies they may report on, but we do ask that institutions provide sufficient reporting to give a meaningful sense of what is underway on campus while focusing on those activities that are both high impact and high priority. We encourage you to be mindful of the intent of the Updates to highlight work that you are doing that has potential to improve the capacity of campuses across the system. Each activity or strategy should be reported separately. Activities that fall under a common goal or functional area can be arranged together, but each discrete strategy or activity should be discussed independently where possible.

While campuses are encouraged to report on as many strategies and activities that meet the criteria of being high priority and high impact a necessary, we are encouraging limits on overall reporting. **We ask that institutions limit the length of their updates to no more than 10 pages, not counting appendices.**

Deadline

Campus Plan Updates are due to the System Office by Friday, October 11.

REPORT OVERVIEW

PART I: CAMPUS PLAN STRATEGY SURVEY

This brief survey is an opportunity for you to identify all of the high-impact strategies you are pursuing. This first part of the update report enables the System Office to collect aggregate information about strategies that are being used across the. The survey is available online at <http://completecollegegeorgia.org/survey2019> beginning April 27. The survey is more detailed this year in order to provide a more complete picture of work at the campus level. You can save, exit, and return to the survey prior to reviewing and submitting your response.

PART II: NARRATIVE OVERVIEW

The 2019 status report features **five areas of focus** that will be reported to the governor: an institutional profile; Momentum Year update; summary of additional institutional strategies, activities, and outcomes; observations and next steps; and a listing of your student success and completion team.

SUBMITTING YOUR UPDATE

Campus Plan Strategy Surveys should be completed online. Narrative reports may be uploaded online at CompleteGA.org/submit_2019 as a Microsoft Word file. Files not submitted through the CCG website should be sent via email to CCG@usg.edu. Questions on your update can be directed to your institution to Jonathan Watts Hull at jonathan.hull@usg.edu, 404-962-3129.

RESOURCES

Resources to help you complete your update, including example narrative components, files and contacts, can be found at the Complete College Georgia website (completega.org/Plans2019).

PRELIMINARY TIMELINE: 2019

April 22	Campus Plan Updates instructions sent out to campuses
May 8	Campus Plan Updates webinar
May 14	Strategy Survey Available
June 26	Validated Data distributed to campuses
July 19	Draft Reports Due for Optional Review Strategy Survey Closes
October 11	Update reports due to System Office
December 2	Reports submitted to Governor's Office