

Transition Improvement Plan

Institution: Columbus State University

Key Elements (indicate your priorities below):

- | | | |
|-----------------------|---------------------------------|----------------------------|
| Scope of Transition | Differentiation | Begin with the End in Mind |
| Orchestrated Guidance | Academic and Social Integration | Taking Care of Business |
| Purposeful Choice | Build a Support Team | Designed for Humans |
| Course Registration | | |

Priority Areas and Key Changes

Identify your top priority areas for improvement from the list of Key Elements above. For each priority area, identify the primary change or improvement that you will implement for the incoming Fall 2019 cohort.

Priority Area 1	Scope of Transition
Current Status	Columbus State University has identified this as Strategic Initiative (SI) 2 in the institutional strategic plan. SI 2 states, “CSU will increase student engagement with the campus and the community by building a creative and student-centered campus that supports recruitment, increases retention, and yields higher graduation rates.” We have a number of initiatives that support student transition. These include initiatives such as Discovery Days, ROAR (Recruitment, Orientation, Advising, Registration), Camp PROWL, and First Year Experience. We have recently centralized academic advising for first and second year students with professional advisors to provide a coherent, intentional experience.
Goal(s)	Create an administrative structure to bring all of the efforts together in a cohesive manner so that the transition process is a seamless network supporting students throughout their academic careers.
Strategies	<ol style="list-style-type: none"> 1. Create and charge the Transition Council with the responsibility to identify, organize, and coordinate transition efforts; 2. Develop a formal transition plan that includes specific outcomes and assessment measures and addresses obstacles and barriers that students encounter throughout the transition process.
Responsible person/Unit	<ul style="list-style-type: none"> • Provost and Vice President of Student Affairs will create the charge and timeline for the Transition Council • Council Members will be selected from Academic Affairs (to include faculty), Student Affairs, Enrollment Management, and students.
Success Indicators	<ol style="list-style-type: none"> 1. The Transition Council will be created and given their charge with a timeline for completion. 2. Approval and publication/communication of the Transition Plan by the Provost and Vice President for Student Affairs.
Big Idea	Development of the Transition Council

Priority Area 2	Orchestrated Guidance
Current Status	Students make connections with a variety of campus personnel and student orientation leaders at ROAR, PROWL, and through the first year experience. Students have opportunities to communicate with advisors prior to attendance at ROAR. Professional advisors are available to answer student and family questions (as appropriate), refer students to the appropriate individual(s) regarding academic and non-academic concerns, and help students understand academic matters related to curriculum, selection of policies and procedures.
Goal(s)	Reinforce connections between students in transition with fellow students, advisors, and faculty, staff, and administrators in their selected majors.
Strategies	<ol style="list-style-type: none"> 1. Integrate “Am I job ready” early in the transition process to AIM (Assess students’ interests and needs, Inforn students of academic options, and Match with major and advisors). 2. Identify signature academic and non-academic events/activities at which attendance is encouraged of students as well as of faculty, advisors, staff, and administrators to provide formal and informal orchestrated guidance during the transition year.
Responsible person/Unit	<ol style="list-style-type: none"> 1. Transition Council 2. Provost and Executive Vice President
Success Indicators	<ol style="list-style-type: none"> 1. All students will have a selected major or academic focus area 2. Increase Fall to Spring FTFT retention rate 3. Increase FTFT retention
Big Idea	Identification and publication of signature academic and non-academic events that provide opportunities for formal/informal orchestrated guidance with appropriate points of contact for each event and related contact information.

Priority Area 3		Taking Care of Business	
Current Status	There is not a smooth handoff of students from area to area (Recruitment > Admissions; Admissions > Orientation and Advising; Orientation/Advising > First Year Experience) to ensure that the transition process is seamless. We do not provide a map of processes to facilitate their transition.		
Goal(s)	Provide a clear and sequenced overview of practical steps that a student should take throughout the transition process that includes contact information for key individuals who have the expertise to assist in each area.		
Strategies	<ol style="list-style-type: none"> 1. Identify institutional assumptions about the student transition experience. Collect feedback from student focus groups about the experience to determine institutional strengths and weaknesses. 2. Analyze the institution’s communication plan for students in the transition process. The purpose is to identify and eliminate duplicated efforts, review information and update as needed to ensure accuracy, and confirm that the communication format is one that will be readily used by students. 3. Create a student-friendly transition map depicting essential steps and signature events from initial inquiry to the start of the second year. 		
Responsible person/Unit	Transition Council		
Success Indicators	<ol style="list-style-type: none"> 1. Increase number of applicants from the inquiry pool 2. Increase the number of applicants that convert to accepted students 3. Increase the number of accepted students converted to enrolled students 4. Decrease in the number of student who register, but decide not to attend 5. Increase FTFT retention 		
Big Idea	Create a transition map for students depicting essential steps, signature events, and contact information for key personnel who have the expertise to assist in each area.		