

# AQIP Action Project Commitment Form

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## Project Details

**Title:** Student Success Leadership Institute  
**Category:** Category 1

## Timeline

**Planned Project Kickoff:** December 2015  
**Target Completion:** November 2016

- 1. Briefly describe the project in less than 100 words. Be sure to identify the key organizational areas (department, programs, divisions, units, etc.) and key organizational process that this action project will affect, change, and/or improve:**

Lakeland was accepted into the Ohio Association of Community College's Student Success Leadership Institute (SSLI). The SSLI is an opportunity to learn from experienced educators who have already participated in Completion by Design. Lakeland's team, comprised of administrators and faculty, will learn about logical, next steps as we work to strengthen our pathways and improve student outcomes. The team will attend several meetings off campus and hear from the experts on how we might strategically implement best practices related to retention and completion as we work to make transformational change at our institution to increase the number of Lakeland students who complete programs, earn credentials, and/or transfer to four-year institutions.

- 2. Describe your institution's reasons for initiating this action project now and for how long it should take to complete it. Why are this project and its goals high among your institution's current priorities? Also, explain how this project related to any strategic initiatives or challenges described in the institution's recent or soon-to-be submitted systems portfolio.**

We are initiating this action project because of the opportunity to participate in the SSLI along with other community colleges in Ohio. We are making it one of our action projects because of the amount of time and resources that we will be devoting to it over the coming year, because it is a continuous quality initiative, and relates to our strategic plan "Focus on Student Success 2020" and Annual Goal 1: "To increase student success and completion."

- 3. List the project goals, milestones, and deliverables along with corresponding metrics, due dates, and other measures for assessing the progress for each goal. Be sure to include formal evaluations when the project progress will be reviewed.**

The team will attend six institutes over the course of the year. Each institute will focus on student success practices which have shown promise at other institutions nationwide and within Ohio. A project with measurable results will be chosen and implemented by our SSLI Team.

- Goal 1: Completion and submission of institutional policy audit - February 2016
- Goal 2: Campus Completion Plan finalized for review and approval by Board of Trustees - May 2016
- Goal 3: Campus Completion Plan due to the Ohio Department of Higher Education - June 30, 2016
- Goal 4: Participate in ongoing technical assistance and meet with data coach on campus - Fall 2016

**4. Describe how various members of the learning community will participate in this action project. Show the breadth of involvement by individuals and groups over the project's duration:**

Key institutional leaders (faculty and administrators) are participating on the team. The team includes:

Dean for Applied Studies and Associate Provost for Retention and Completion (team leader)

Dean for Health Technologies and Associate Provost for Teaching and Learning

Associate Provost for Enrollment Management

Dean for Arts and Sciences

Three faculty: a developmental English professor, a psychology professor, and a faculty member from the Counseling Department

Director for Institutional Research & Planning

Director for Student Success

Director for Student Engagement and Leadership

Team members will work together to accomplish the project goals and interact with others outside the team, as needed. There will also be a data team looking at success measures.

**5. Describe how the institution will monitor project progress/success during, and at the completion for this project. Be sure to specifically state the measures that will be evaluated and when:**

The college will monitor project progress and success at regular meetings. Additionally, the team leader will provide quarterly presentations to the college's AQIP Coordination Committee and twice a semester to the Planning Advisory Council.

**6. Describe the challenges that may be encountered in successfully completing the project or for institutionalizing the learning from the project's goals:**

The college is required to attend six institutes that are all off campus. It may be quite difficult to ensure that all team members are able to be present for each of the sessions, especially since some of the institutes are multi-day sessions. A loss of continuity may result when some team members are not able to be present. The team also recognizes that these institutes involve a lot of work, both in attending the sessions, advance preparation, as well as the follow-up required. As a team participating in the SSLI, we are not fully aware of all the work required at this point, but we are poised to be flexible to ensure we still participate to the fullest extent possible.

**7. Provide any additional information that the institutions wishes for reviewers to understand regarding this action project:**

N/A