Improving Student Success by Eliminating Late Registration and Instituting Mandatory Placement
The Action Project Commitment Declaration

Institution: Lakeland Community College

Planned project kickoff date: (default is the date of the project declaration, but you can enter a different date): February 3, 2011

Target project completion date: (the date you plan to complete the project): September 2011

Actual project completion date: (default is the date you retire the project, but you can specify a different date)

A. Give this Action Project a short title in 10 words or fewer.
Use a descriptive name containing nouns and verbs that will enable people searching for projects that interest them to find yours.

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B. Describe this Action Project's goal in 100 words or fewer.
You don't need to explain how you are going to accomplish the project's goals, but the clearer and more explicit the purposes are to you, the more likely you are to mount a successful project.

The goal of this project is two-fold, to encourage student success by eliminating late registration and instituting mandatory placement into English for students who test into developmental courses. The first part of the goal is to create and implement a policy that will not allow students to enroll in courses after the first day of classes. In addition, we seek to create a policy and process for placing all new and future students into mandatory English coursework during their first semester based on the results of their COMPASS assessment scores.

C. Identify the single AQIP Category that this Action Project will most affect or impact.
Identifying the primary AQIP Category will allow colleagues from other institutions who are searching for projects that interest them to find yours. Making clear which of the nine AQIP Categories is most related to the goals of your project will help you and others with similar interests to communicate.

This project will have the most significant impact on AQIP category one, helping students learn

D. Describe briefly your institution's reasons for taking on this Action Project now — why the project and its goals are high among your current priorities.

This project is high amongst the organization's priorities because of its potential to increase the success of our students. Student success is the first identified priority within Lakeland Community College's current strategic plan. Within this plan, appropriate placement of students has been identified as a strategy to be implemented in support of student success. It is believed that

eliminating late registration and implementing mandatory placement will increase persistence and the number of students completing their degree.

E. List the organizational areas — institutional departments, programs, divisions, or units — most affected by or involved in this Action Project.
List the academic units, departments, or organizational areas that will be directly or indirectly affected by the project, or whose needs may influence the way the project is conceived.

This project will impact the enrollment management division. Specifically, the policies and procedures implemented by registration and admissions will be altered. These changes will result in additional sections of developmental education courses being offered. As students are directed into these courses, a decline in enrollment in other courses is to be expected. These modifications will impact faculty, deans and department heads as they adjust schedules to reflect changes in enrollment. Ultimately, the greatest impact will be on all incoming students who will be asked to comply with these changes.

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve.
Some key processes have commonly used names (hiring, personnel evaluation, course preparation, program design, budgeting, planning, etc.) while others may require unique designations and descriptions.

The registration and admissions policies and processes will be changed. As a result of this change, any student testing into a developmental level English course will have to enroll in that course during their first semester. In addition, prior to this change, these students did not have to attend an orientation before scheduling their classes. In addition, the assessment process will be changed. From this point forward, any student testing into developmental English will be informed of their placement and directed to attend a student success information session before he or she can enroll for courses. The required attendance at the session is a change resulting from this action plan. A further implementation of this Action Project would be mandatory placement of students into developmental math in fall 2012. The committee will study that option and make recommendations accordingly.

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion).
If you plan for this project to last longer than one year, identify the goals you hope to reach at one or more interim phases as you work on the project. Establishing "mileposts" that mark progress toward your ultimate goal is equally useful for projects of shorter duration as well, but not required. These interim goals or mileposts should be objective measures or indicators that "stretch" or challenge your capacities and thereby build and extend your institution's skills in tackling and solving problems.

These changes will be implemented by fall semester 2011. The project can be implemented by the next semester, as it builds on the work completed by previous AQIP action projects. This project needs to be completed by next semester in order for the changes to impact the greatest number of

students possible. If the committee studies the mandatory placement of students into developmental math, this project implementation could extend into fall 2012.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing.
Your Action Projects are important, and deserve a central place in your institution's attention. Explain how you plan to keep everyone focused on what you are working to achieve.

Success of this project will be monitored in several ways, including:

1. Our ability to develop draft policies and to propose them for implementation;
2. to effectively communicate the changes to the College; and
3. to see a significant decrease in students attempting late registration and schedule adjustments.

I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals.
Process measures tell you whether you are making progress toward accomplishing the project's goals, and serve as "leading indicators" or predictors of a successful project. Outcomes measures tell you whether the project has actually accomplished the goals or purposes that led you to undertake it, measuring whether it was successful when completed.

The overall outcome measures for this project will be the development of policies for eliminating late registration and implementing mandatory placement. Further evidence of achieving the goal of this Action Project will be the elimination of late registration (0% of students registering after the first day of classes) and the increased proportion of students enrolling directly into developmental English courses the semester following their assessment.

Short-term measures will include increased GPA and course retention rates in the first semester followed by an increase in the number of students returning for a second semester. Over the longer term, we will monitor our common student success measures (persistence, graduation, and transfer) to see if the policies had an impact. In addition, the college is building a student success reporting application to assist with monitoring our progress.

J. Other information (e.g., publicity, sponsor or champion, external partners, etc.)
In order to successfully implement this project, the college will need to create a communication plan that articulates the changes for students, staff and faculty. The institution will need to prepare for ramifications such as changes in enrollment in other departments, decreased numbers of students enrolled as the policy takes place.

K. Project Leader and contact person (First Name, Middle Initial, Last name, Title, Email, Telephone)

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