TO: Student Success Policy Audit Taskforce

FROM: Thomas A. Keegan

SUBJECT: Recommendations for Student Success Policies and Procedures

DATE: April 28, 2015

Thank you for your developing a comprehensive list of operational policies and procedures that inspire, enable, and support student success at Skagit Valley College. Your work will be a valuable resource the College will utilize to make decisions based on strategy and evidence.

Below is a list of your recommendations and the steps I will be taking to further their consideration.

**This recommendation will be presented at the May 4/5 Student Success Summit:**

Late enrollment

The Taskforce recommends the College consider a policy prohibiting enrollment as of the day before the first day of the quarter.

**These recommendations were reviewed by the Advising Taskforce and will be presented at the May 4/5 Student Success Summit:**

*Career Services*

The Taskforce recommends the College consider a policy requiring career counseling for all degree-seeking, undecided students.

*Placement Assessment*

The Taskforce recommends the College consider a policy requiring mandatory assessment that is effective in its placement and guidance, is not a barrier to student success, and is reviewed regularly.

*Developmental Education*

The Taskforce recommends the College consider a policy requiring students that place into pre-college English start taking English classes immediately upon enrollment.

The Taskforce recommends the College consider a policy requiring all Dev Ed students take English their first quarter combined with college success skills, and all college-ready, undecided students take English their first quarter combined with career support.

The Taskforce recommends the College consider a policy requiring students who place below English 97 to enroll in Basic Skills.

*First Year Experience*

The Taskforce recommends the College consider a policy requiring a first-quarter experience for all new, under 15-credit, degree-seeking students.

*Map of Programs of Study*

The Taskforce recommends the College design a majority of its programs with degree maps that start out at Basic Skills and Developmental Education levels through program completion.

*Computer Literacy*

The Taskforce recommends the College consider a policy requiring an assessment of students’ readiness for online learning.

*Advising Taskforce Recommendations*

The SS Policy Audit Taskforce recommends the Advising Taskforce consider a policy to support students enrolled for at least three years.

**This recommendation will be reviewed by the Dean of Student Services for further analysis, who will issue a report to me of his findings:**

*Wait List*

The Taskforce recommends the College analyze the wait list policy with a lean process improvement.

**These recommendations will be implemented by the Dean of Student Services:**

*Contact all Students Near Graduation*

The Taskforce recommends the College consider a policy requiring students be contacted when they earn 45 credits to guide them through the steps toward completion.

The Taskforce recommends the College consider a policy requiring automatically issuing degrees and certificates to students without requiring them to apply for graduation.

*Early and Academic Alert*

The Taskforce recommends the College consider a policy requiring a proactive, intrusive intervention when students reach academic alert or academic probation.

*Financial aid*

The Taskforce recommends the College consider a policy that provides financial aid support in filling out necessary financial aid forms. In addition, the Taskforce recommends the College consider a review financial aid policies and procedures.

The SS Policy Audit Taskforce recommends the College provide additional support for students on academic probation to prevent them from losing their financial aid.

**This recommendation will be reviewed by the Vice President of Instruction for further analysis, who will issue a report to me of his findings:**

*Developmental Education Policies*

The Taskforce recommends the College consider a policy to provide mandatory reading support for students who score low in reading on the Compass scores.

The Taskforce recommends the College consider requiring pre-requisites for courses that utilize college-level English skills and demonstrate a significant gap in student success.

*Early and Academic Alert*

The Taskforce recommends the College consider a policy requiring instructors to provide timely feedback regarding students’ progress in class.

*Map of Programs of Study*

The Taskforce recommends the College consider a policy requiring regular review of all advising and course degree completion information to assure consistency.

The Taskforce recommends the College consider a policy that adopts more guided pathways to direct students through clear programs of study, and produce those clear guided pathways in the College catalog.

*Faculty Engagement*

The Taskforce recommends the College evaluate faculty engagement and its role in student retention.

**These recommendations will be reviewed by the Vice President of Instruction and the Dean of Student Services for further analysis, who will issue a report to me of their findings:**

*Tutoring*

The Taskforce recommends the College assure adequate access to tutoring at times that best serve all students in need, including Basic Skills.

*Advising Taskforce Recommendations*

The SS Policy Audit Taskforce recommends the Advising Taskforce consider a policy that provides for additional advising support for Basic Skills students.

**I will further analyze this recommendation:**

*Diversity and Equity*

The Taskforce recommends the College consider a policy making diversity training mandatory for all faculty and staff to better support pluralism and equity across the District.

**Please conduct further analysis on these recommendations to consider a more holistic policy that addresses students’ lack of availability of textbooks.**

*Low-Income Students*

The Taskforce recommends the College consider a policy requiring each class to have a book on reserve in the library.

*Financial Aid*

The SS Policy Audit Taskforce recommends the College provide support for students in acquiring textbooks while their aid is being processed.