

AQIP Project Form

Planned Project kickoff date: August 4, 2008

Target completion date: June 1, 2009

A. Give this Action Project a short title in 10 words or fewer:

Full implementation of Degree Works

B. Describe this Action Project's goal in 100 words or fewer:

Move from no automated degree audit system to Degree Works, a computer system which will provide online/real-time consistent information regarding students' progress toward their intended goal or degree. In Fall 2008 the project goal is to complete coding of the college catalog into the software and have Degree Works completely functional and available to all advisors. In Spring 2009 the project goal is to roll out the system to all students; promoting, training , and utilizing it full-scale in the production environment

C. Identify the single AQIP Category the Action Project will most affect or impact:

Category Three: Understanding Students' and Other Stakeholders' Needs

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:

As part of our strategic planning process, we identified building student engagement inside and outside the classroom as one of our five priorities. Providing stakeholders electronic access to student academic progress will advance that priority. Butler does not have an automated degree tracking system for use by its students, advisors, and other stakeholders. Records personnel perform more than 900 manual degree checks each year. At least that many manual degree checks are performed throughout each semester by advisors, financial aid, and the veterans benefits coordinator. These multiple, manual degree checks are not an efficient, consistent, accessible way to serve our students and other stakeholders. Empowering students to track their own progress toward the achievement of their goals promotes greater student engagement in the attainment of those goals.

Over the past few months, a small task force has been researching proven software solutions to make this service available. The task

force created a list of institutional requirements for such software, based on input from many Butler stakeholders and sent the list to two vendors. Based on vendor responses, the task force recommended the purchase of Degree Works, which is now a product of SungardHE (with whom we contract for our Banner software). The task force's recommendation was approved. Degree Works will provide online/real-time consistent information regarding students' progress toward their intended goal or degree.

E. List the organizational areas, institutional departments, programs, divisions, or units most affected by or involved in this Action Project:

The Registrar and Registrar's office personnel are involved in the complete coding of the college catalog into the software. All college advisors will be trained in use of Degree Works and then train all students in its use as part of the advising process.

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

- Enrollment management: the project improves the facility with which the institution tracks student progress toward goal in the ongoing advising process
- Management of information: the project utilizes available technology to improve the electronic tracking of student data
- Student & administrative support services: the project meets the online/real-time needs of students in tracking their own progress toward goal

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

- Fall 2008 – complete coding of catalog into software and have Degree Works completely functional and available to all stakeholders; initiate full-scale training. (A select group of advisors have been utilizing DegreeWorks, now known as Butler's GPS system, in the test environment. By the end of September, the 2008/09 catalog requirements will have been scribed and available for use along with the 2007/08 requirements and rolled into the production environment. At that time GPS-Butler will be rolled out to all advisors. The advisory group recommended that advisors be given the opportunity to utilize the software in the production environment for the remainder of the fall 08 semester prior to rolling it out to students. They want to be very comfortable with it so they can train students to use the product as they are being advised and answer any questions they may have.

The roll-out to students is planned for the beginning of the Spring 09 semester.

- Spring 2009 – Roll out GPS-Butler (the Butler name for the system) to all students; promote, train, utilize full-scale in production environment

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

The Coordinator for this project is the Registrar. As coordinator, she will make quarterly monitoring updates to the college's Executive Council on the project's progress.

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:

- By the end of September 08, the 2008/09 catalog requirements will have been scribed and available for use along with the 2007/08 requirements and rolled into the production environment.
- By the end of Fall 08, all advisors will be utilizing the software in the production environment.
- By Spring 09, roll out GPS-Butler (the Butler name of the system) to all students; with advisors promoting/training students and documented utilization by students in the production environment

J. Other information (e.g., publicity, sponsor or champion, etc.):

K. Project Leader and contact person:

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