Tracking Students in Support Cohorts

Report to President's Cabinet, May 7, 2019

Mt. San Antonio College

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Since our last President's Cabinet Update, the Information Technology (IT) and Research and Institutional Effectiveness (RIE) teams met over several weeks to review the project and its databases (e.g., ACCESS, Arise). These meetings allowed us to review, generally, what databases have already been built and which centers/areas databases still need to be built. Our database listing is provided in a separate document.

Our goal remains the same based on our 1st meeting discussions - **all areas should have a foundation of information being collected and each center should have custom sections too. All work should be funneled to a central repository so the College can review and track college-wide indicators of success.** The beginning use of a casement management type process was evident in some areas (even with pictures of each student).

Our work also allowed us to bring Sage Overoye into the conversations (and now the IT and RIE Teams!) to see how her work overlaps with the **Academic Support Coordination Project** work (tutors, etc.). Sage and her team put together a separate document that outlines each center and its purpose. Barbara also met with Sage, Emily Woolery, Mark Lowentrout, and Sara Plesetz to discuss the overlap with the sub-group on Outcomes. Barbara offered assistance from Marcell Gilmore.

We are **awaiting a report** from Audrey and her team and will then call together the larger group for their second meeting. As a follow-up to their fall Retreat, the pending report outlines many aspects of cohort tracking from Student Services Managers' and Counsellors' perspectives. This information will align well with our build-out of the data structure and reporting process.

Next steps for the team will focus on pushing this project forward:

- o **Program Plan, Staffing, Resources, and Timeline**: We need to layout the phases of this project and ensure we have the people, time, and resources needed to complete the work. Both IT and RIE are short-staffed.
- o **Productive Meetings**: Have regular meetings scheduled with IT and RIE with clearly outlined deliverables.
- o **Report**: Review Student Services work on metrics and determine alignment with above.
- o **Progress**: Report progress on above at next regular report to President's Cabinet.

Information Technology and Research and Institutional Effectiveness

The teams met on several occasions to discuss the charge of the team, to review the databases already created, and to discuss next steps.

Attached is a listing of the databases reviewed. We discussed the programs and projects that we need to understand:

(1) *What is their program about?*

(2) *What are their data collection processes?*

(3) *What data are important for them to collect now and in the future?*

(4) *What data clean-up are needed?*

(5) *What are their internal and external reporting requirements?*

(6) *Can they all be connected using a common process/platform allowing for customization as needed?*

On a related question: *What data is important for the College to collect across most if not all programs to measure impact of their services/interventions?*

Our listing overlaps with work done by Sage Overoye for the Academic Support Coordination Project.