

Complete College Georgia Campus Plans: 2014 Status Report

GUIDELINES AND GENERAL INFORMATION

In 2012, each of Georgia's public institutions submitted campus plans to the governor detailing strategies to increase access and graduation in support of the goals of Complete College Georgia (CCG). These campus plans are updated annually with the submission of a status report.

For 2014, the focus is on **streamlining** and **focusing** the status report process by aligning goals, strategies and measures of progress and success. The status report provides an opportunity to **reflect** on the progress your institution has made in the past year as well as **readjust and refine your institution's goals**. It also helps the System Office to understand common areas of strength and to highlight how and where to support institutions in achieving their goals. The report also serves as a vehicle to communicate our progress and status with key stakeholders.

The 2014 status updates has **two sections**: A **strategy survey** for you to indicate the goals and strategies you have adopted and a **narrative section** for more detailed discussion of the work and progress of the past year. Together these elements will help to paint a comprehensive picture of the varied and productive work in place on our campuses.

Also new this year, each institution has a dedicated completion plan liaison who can be your first point of contact for questions related to your update. A list of staff liaisons is at the end of these guidelines.

STATUS UPDATE 2014: REPORT OVERVIEW

PART I: CAMPUS PLAN STRATEGY SURVEY

This brief survey is an opportunity for you to identify what CCG goals you are pursuing and the associated high-impact strategies. This first part of the update report enables the System Office to collect aggregate data about strategies that are being used across the system. The survey is available online [here](#). Instructions and more information is available on the survey instrument.

PART II: NARRATIVE OVERVIEW

The 2014 status report features **four areas of focus** that will be reported to the governor: an institutional profile; institutional goals and strategies; an update on strategies and activities; and general observations.

SUBMITTING YOUR UPDATE

Campus Plan Strategy Surveys should be completed online. Narrative reports should be submitted online at CompleteGA.org/Plans2014 as a Microsoft Word file or by email to CCG@usg.edu. Questions on your update can be directed to your institution USG-CCG liaison (see below), or to Jonathan Watts Hull at jonathan.hull@usg.edu, 404-962-3129.

RESOURCES

Resources to help you complete your update, including a guide to goal-oriented strategies and metrics, example narrative components, and contacts, can be found at the Complete College Georgia website, www.completecollegegeorgia.org.

TIMELINE

June 10	Status Report instructions sent out to campuses
June 17	Status Report Webinar Call for Peer Review volunteers
July 16	Complete Peer Review Training
August 1	Draft Status Reports Narrative and Final Strategy Survey due
September 12	Peer Review Process complete
October 6	Feedback sent to campuses
November 7	Final Status Reports Narrative due
December 1	Reports submitted to Governor's Office

PART I: CAMPUS PLAN STRATEGY SURVEY

The [Campus Plan Strategy Survey](#) is a brief, online tool for you to register which goals you have adopted and which strategies you are pursuing to meet those goals. Collecting this information will provide a valuable overview of activities across the University System.

The survey asks you to identify which of the eight identified CCG goals you are working on and provides an opportunity for you to highlight other goals as well. For each of the CCG goals, you will be asked to identify the specific strategies you have adopted, and to supply information on practices you have implemented (indicated on the survey as process metrics).

Upon completion, you will be able to review your survey and, upon submission, you will see a list of recommended metrics for measuring your progress. Please take a moment to review this page, since these metrics will guide your work in future years.

You may pause, save and exit the survey and return to complete it. Additionally, if you complete the survey and need to provide additional information, you may submit additional responses as needed.

PART II: NARRATIVE OVERVIEW

The narrative overview is your opportunity to review in fuller detail the work that you have engaged in at your campus in achieving your Complete College Georgia Goals. The four sections of the narrative overview will capture your institution and its work as well as provide a high-level summary of your significant activities in the past year.

Before completing your narrative section, it is recommended that you review the Goals, Strategies and Metrics Guide to help you structure your response in terms of goals, strategies and measures of progress and success.

Please respond to each section:

1. Institutional Mission and Student Body Profile

Provide a brief overview of your institutional mission and student body profile. Please briefly describe how your enrollment trends, demographics (for example, % Pell grant-eligible, % first-generation college students, % adult learners), and institutional mission influence your completion work's key priorities. [750 words]

2. Institutional Completion Goals and Strategies

Based on your review of data on completion indicators, your institutional mission, and the resources available, please identify no more than five high-impact strategies (and associated goals) for your institution's students. The goals and strategies you highlight should emerge from **Part I: Campus Plan Strategy Survey**. Please briefly address how meeting these goals would significantly increase completion for your students. What needs

or challenges to achieving these completion goals have been identified? What steps or programs has your campus taken to address the identified challenges? [1000 words]

3. Summary of Goals, High-Impact Strategies and Activities

Briefly describe no more than five high-impact strategies (and associated goals) that you are pursuing. Please include your activities and progress (whether this is a new initiative, one in progress, or one that has been completed), the timetable for implementation, and if possible, the measures of success for each strategy. Along with a general description of each strategy, provide details on any outside partnerships, required resources, and identification of those involved (e.g., staff/faculty and number of students). [2000 words]

Sample matrix:

Goal	<i>Which institutional goal does this strategy address?</i>
High-impact strategy	<i>Briefly describe the strategy.</i>
Summary of Activities	<i>What progress have you made towards implementing this strategy? What specific activities did you engage in this year in regards to this strategy?</i>
Interim Measures of Progress	<i>Describe the preliminary outcomes associated with this strategy .</i>
Measures of Success	<i>What metric(s) is your institution using to assess the outcome of this strategy?</i>

(Repeat for each high-impact strategy)

If there are additional high-impact strategies that your institution will pursue or is interested in pursuing in the near future, please briefly describe those strategies.

4. Observations

What strategies and activities have been most successful? What have been least effective? Has your institution made adjustments to completion activities over the past three years? If so, please explain why.

USG CCG COMPLETION PLAN CONTACT LIST

Institution	Contact
Abraham Baldwin Agricultural College	Jonathan Watts Hull
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