2018 CCG Campus Plan Updates

GUIDELINES & GENERAL INFORMATION

The CCG Campus Plan Updates are intended to be an opportunity for your institution to reflect on your past work and plan for next steps. Updates are living documents rooted in your institutional mission and student body profile and reflect the work that will most impact your goals for improved student success. It is our intention for updates to be a part of a campus planning process that helps to identify success and challenges and communicates these to peers at institutions across the University System

For 2018, the Campus Plan Updates retain the reporting structure from the previous three years, with a few simplifications. The 2018 update has **two sections**:
- an online **strategy survey** for institutions to indicate the strategies and activities that they have pursued, and
- a **narrative section** for more detailed discussion of the top priority 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.

Campus Plan Updates are reviews of work *completed in the 2017-2018 academic year*. They are intentionally retrospective. If your institution is changing focus or realigning priorities for the future, please report on the work completed in the *2017-2018 academic* year and let us know about the changes in the Observations section.

WHAT'S NEW FOR 2018?

Narrative Report Improvements
The narrative report section is intended to answer a few specific questions about your institution's top priority completion work: What are you working on? Why is it important? What activities have you undertaken? What progress are you making? And what have you learned?

Momentum Year 90-day Update
The CCG reports are your opportunity to provide an update on the progress you have made in meeting the 90-day goals set by your institutional team at the 2018 Momentum Summit. Please reflect upon your plan and the progress you have made on these near term goals and indicate your challenges and successes.

2018 UPDATES FORMAT

For 2018, campus plan updates are simplified. Reports should include the institutional profile, a summary of each of your high impact, high priority completion strategies, including a general description of the activity, a summary of activities undertaken in the 2017-2018 academic year and their results, and any lessons you have learned about this activity this year. Your update may be structured in a manner similar to the previous year's if that is most convenient, but you are equally invited to report in a fashion that supports your internal needs.

> **Section 1.   Institutional Mission and Student Body Profile**
> Provide a brief overview of your institutional mission and student body profile. Please briefly describe enrollment trends, demographics (for example, % Pell grant-eligible, % first-generation college students, % adult learners), and how your institutional mission influences your completion work's key priorities.

Section 2.   Institutional High-Impact Strategies, Activities & Outcomes

Based on your review of data on completion indicators, your institutional mission, and the resources available, please identify and report on your institution's high priority, high impact strategies. Your report should include a general overview and description of each activity, a summary of the work your institution has undertaken in the 2017-2018 academic year, the results or outcomes of this work, and any observations of lessons you have learned about this activity this year. Your update may be structured in a manner similar to the previous year's if that is most convenient, but you are equally invited to report in a fashion that supports your internal needs.

Section 3.   Momentum Year

For 2018, your work on the Momentum Year will just be underway, but this year's updates will be an opportunity to provide a 90-day check-in on your progress and challenges in the areas of purposeful choice, clear paths for students and productive academic mindset. Specifically, reflect upon the work outlined in your Momentum Year Implementation Plan and indicate what has been accomplished, what remains to be done, and what obstacles and new opportunities have arisen in your initial implementation work.

No Limits on Strategies; Reasonable Limits on Length

Institutions are not limited in the number of strategies they may report on, but we do ask that institutions provide sufficient reporting to give a meaningful sense of what is underway on campus while focusing on those activities that are both high impact and high priority. We encourage you to be mindful of the intent of the Updates to highlight work that you are doing that has potential to improve the capacity of campuses across the system. Each activity or strategy should be reported separately. Activities that fall under a common goal or functional area may be arranged together, but each discrete strategy or activity should be discussed independently where possible.

While campuses are encouraged to report on as many strategies and activities that meet the criteria of *high priority* and *high impact* as necessary, we are encouraging limits on overall reporting. **We ask that institutions limit the length of their updates to no more than 10 pages, not counting appendices**.

Deadline

Campus Plan Updates are due to the System Office by Friday, September 7 as a Microsoft Word file submitted uploaded online at CompleteGA.org/submit_2018. Files not submitted through the CCG website should be sent via email to CCG@usg.edu.

REPORT OVERVIEW

PART I: CAMPUS PLAN STRATEGY SURVEY

This brief survey is an opportunity for you to identify all of the high-impact strategies you are pursuing. This first part of the update report enables the System Office to collect aggregate information about strategies that are being used across the state. The survey is available online at **http://completecollegegeorgia.org/survey2018** beginning April 27**. The survey is more detailed this year in order to provide a more complete picture of work at the campus level. You can save, exit, and return to the survey prior to reviewing and submitting your response.

PART II: NARRATIVE OVERVIEW

The 2018 status report features **three areas of focus** that will be reported to the governor:
- An institutional profile;
- Summary of institutional strategies, activities, and outcomes; and
- A 90-day update on the Momentum Year.

SUBMITTING YOUR UPDATE

Campus Plan Strategy Surveys should be completed online. Narrative reports may be uploaded online at CompleteGA.org/submit_2018 as a Microsoft Word file. Files not submitted through the CCG website should be sent via email to CCG@usg.edu. Questions on your update can be directed to your institution to Jonathan Watts Hull at jonathan.hull@usg.edu, 404-962-3129.

RESOURCES

Resources to help you complete your update, including example narrative components, files and contacts, can be found at the Complete College Georgia website (completega.org/Plans2018).

CCG UPDATES TIMELINE: 2018

April 30	Campus Plan Updates instructions sent out to campuses
	Strategy Survey Available
May 4	Campus Plan Updates webinar
June 25	Validated Data distributed to campuses
	Draft Reports Due for Optional Review
July 16	Strategy Survey Closes
September 7	Update reports due to System Office
December 1	Reports submitted to Governor's Office