

The Higher Learning Commission Action Project Directory

Southwest Wisconsin Technical College

Project Details		
Title	Expand Academic Offerings to Students at Adult Basic Education Locations	Status ACTIVE
Category	1-Helping Students Learn	Updated
Timeline		Reviewed
	Planned Project Kickoff 01-03-2012	Created 02-17-2012
	Target Completion 04-01-2013	Version 2

1: Project Goal

A: Southwest Tech serves five major communities in our district at approved Adult Basic Education sites in high schools, other alternative locations, and at one leased facility in Richland Center. We have identified the need to develop a plan to expand course offerings at our ABE sites in other district communities using our Richland Center site as a model.

Update: Credit-bearing classes in computer applications, occupational math, oral/interpersonal communication, and psychology of human relations are scheduled for delivery at our Dodgeville and Richland Center Sites beginning in January 2013. One computer applications course is scheduled for our Boscobel site from January 7 through March 4, 2013. These classes were chosen because they transfer into a variety of programs at Southwest Tech. Enrollment, retention, and transfer information will be analyzed at the end of March 2013. We will monitor these students to determine if they complete a program or certificate to continue their educational goals.

2: Reasons For Project

A: The focus of one of our 2011-2013 cross-departmental strategic planning teams was to maximize geographical access for students by providing classes/training at times, in locations, and using modalities that are convenient to the learner. The team determined that we should expand offerings at our current Adult Basic Education sites beyond adult basic education and offer academic classes. The president then charged an expanded cross-functional team to develop a plan to determine where/what/when and how to accomplish this activity, identify a location, and determine what to offer. This activity is an action step in our 2011-2013 Strategic Plan and a new Action Project.

UPDATE: We plan to survey the students taking classes at our outreach site to gain ideas for other courses they need and to help identify how to reach new students. We will survey Adult Basic Education students to determine their needs after they complete their ABE courses in order to develop "bridges" into certificates and courses. We need to develop a process to collect this information and a strategy to identify and meet student needs.

3: Organizational Areas Affected

A: Key institutional departments, programs, divisions, and units affected include Learning Services, Student Services, Institutional Advancement, Business and Industry Services, Center for Teaching and Learning, Fiscal Services, and Information Technology/Media departments.

4: Key Organizational Process(es)

A: We currently do not have a clearly defined organizational process for assessing community needs and reviewing appropriate data to determine where, how and what to provide at our Adult Basic Education centers that goes beyond basic education. However, we anticipate that academic programming, student services, fiscal, and information technology processes will all be impacted.

UPDATE: We need to develop a better process to identify outreach center student needs and collect and analyze that data. We plan to hold "Information Nights" at each location to sign up cohort groups of students. We consider our January 2013 course offerings a "soft open" to get the word out and help us identify what works and what does not work in the initial go around. We also need to develop an operational team to lead and manage this process and analyze the information collected. Information will be reviewed by

the Student and Academic Affairs Council. Feedback from faculty will also be collected. We may also offer a semi-routine "Listening Post" or an "Open House" to get information on "idea starters" to identify what non-credit courses might be offered at the outreach locations.

5: Project Time Frame Rationale

A: First, we will develop an outreach implementation plan for offering classes beyond adult basic education at one additional current ABE location in the first year using our Richland Center location as our model. The timeline for the first year includes developing the plan. Once developed and tested, the plan may be used at other locations. We anticipate that we will run courses at least two years in any location in order to assess the impact on the community and College. The complete cycle to determine whether to continue or discontinue courses at any location may take up to three years.

TIMELINE UPDATED: We need to adjust our timeline for this project to fit our January 2013 roll-out because our 2011-2013 Strategic Plan was not finalized until November 2012. This Action Project is included in our Strategic Plan and funds will be set aside in the 2012-13 operational budget to complete our first cycle of classes and evaluations. Timeline dates are adjusted below.

By March 1, 2012: Begin Outreach Team meetings to review data, develop an action plan draft, and identify possible locations for expansion.

By March 30, 2012: Review Outreach Plan draft with Continuous Improvement Team, president and the President's Cabinet.

By April 17, 2012: Finalize Outreach Plan and identify target location/s and fiscally responsible delivery options within budget guidelines

By May 10, 2012: **(Adjusted to November 2012)** Determine class schedules and begin marketing initiatives

By June 13, 2012: **(Adjusted to December 2012)** Begin student registration for fall 2012-13 **(Adjusted to January 2013)** classes

By August 30 **(Adjusted to January 2013)**: Offer academic classes at identified site/s

By October 30, 2012: **(Adjusted to March 2013)** Monitor success at implemented sites

By January 30, 2013: **(Adjusted to April 2013)** Measure outcomes and assess College and community impact

By March 1, 2013: Analyze data

By April 1, 2013: Determine whether initial implementation was successful. Continue, expand or disband location or adjust course offerings

Repeat rotation above beginning May 10, 2013 **(Adjusted to June 2013)** for continued implementation at a new location during the 2012-13 **(Adjusted to 2013-14)** strategic planning cycle

6: Project Success Monitoring

A: The Outreach Plan will identify monitoring points, which may include location-specific surveys, appropriateness of the selected classroom space, appropriateness of the selected location/s, number of students registering and attending classes, appropriateness of the delivery technology selected (SRTNC network or Live Meeting), and a cost-benefit-analysis of breakeven points.

7: Project Outcome Measures

A: By the end of the project we will have expanded at least one Adult Basic Education site/location and offered additional academic courses and/or training to fit the needs of the selected community location. A 10% increase in the number of students served at the location is an anticipated outcome for the first year. A cost-benefit analysis will be conducted. We expect to operate at a break-even cost the first year. Data gathered and analyzed may lead to an expansion of services at one additional location.