Project Graduation Summary as of January 28, 2015

Prepared by Dean Denise Liguori

In an effort to increase BCC’s graduation **numbers** and **rates** the Project Graduation initiative was formed in 9/2013. Original Steering Committee membership of 11 grew to involve much of the college community. The current membership includes personnel from the Paramus Campus and the Hackensack and Lyndhurst locations. A cross section of the college staff are involved including the Vice President of Student Affairs, Student Affairs Deans, Academic Affairs Deans, Teaching Faculty, Faculty Counselors, Academic Advisors, representatives from Admissions and International Recruitment, Specialized Services, Student Life, PTK, EOF, Peer Mentoring 123 Connect, the Center for Institutional Research, the Faculty Senate, Office of Testing staff, Athletics Department, Bursar Department & Continuing Education. In an effort to involve the College-wide community, committee members presented progress updates and elicited feedback and ideas at monthly divisional meetings and multiple Faculty Senate meetings.

A four component action plan was implemented:

1. **Performed graduation candidate eligibility search and interventions (Data Mining)**

   - Extracted records of students who had:
     - Earned 60+ college credits
     - Had a GPA of 2.0 or higher
     - Had never submitted an application to graduate

   - Records of students further refined to extract students:
     - No longer attending BCC
     - Eligible to graduate
     - Could graduate with an academic change of major, matriculation year and/or course requirement substitutions
     - **Resulted in 317 additional graduates**

   - Extracted 395 records of candidates (i.e. students currently enrolled in their final semester)

2. **Analyzed, improved and automated the graduation processes**

   - Conducted a Business Process Review of the graduation process
   - Discovered that only 210 applications to graduate had been received, which meant 185 of the potential 395 candidates had not submitted an application to graduate. Therefore would not graduate. The list of 395 candidates was given to the Dean of Enrollment to include the missing 185 students into the candidate pool.
   - Identified areas that needed improvement, i.e. application process, deadlines, diploma printing
   - Expanded methods of graduation related services by implementing interactive portals for student to communicate with committee and Student Affairs staff
   - Implemented automation and technology to improve process
     - new process implemented 1/2014
     - student s no longer needed to apply to graduate
3. **Implemented student persistence and progress initiatives**

- Developed routine academic interventions initiatives e.g. “Graduation Check-ups cards”
- Implemented continuous graduation progress initiatives e.g. “Graduation Stations” tables at college events

4. **Launched graduation advertisement campaigns**

- Changed culture to put graduation at the forefront of students, faculty and staff’s minds
  - Expanded uses of social media and website
  - Promoted Commencement AND Graduation e.g. 100 Day Countdown Ceremony
  - Emphasized Graduation before Transfer
  - Attempted to include commencement photos and/or graduation logo in all division wide signage, posters and student communications

Components # 2, 3 & 4 resulted in additional graduates due to PR initiative, academic interventions, process improvements and procedure changes.