SAMPLE ONLY: Admission Application Redesign
2016-2018

Project Activity and Evaluation Plan

Project	Core Theme Associated Plan(s)	Timeline Champion	Outcomes	Evaluation & Data
Redesign the admission application	Access SP 2.1 Admissions Institutional Research	Tom Nicholls August 2016 December 2017	1. An application form that is easily accessible and convenient for students 2. One admission application for all students 3. Data collected to meet compliance requirements 4. Update and review schedule implemented	Survey students for application accessibility and convenience

Project Activities	Timeline Champion	Resources and Impact	Project Status Update
Activity 1: Review compliance and process requirements	Shawn Liggett 8/2016 9/2016	Institutional reporting requirements; major declaration processes; changing majors; financial aid	
1.1 Federal Reporting	Robin Bunnell 8/2016	Staff time	
1.2 State Reporting	Robin Bunnell 8/2016	Staff time	
1.3 Financial Aid	Avena Singh 8/2016	Staff time	
1.4 Advising process for major declaration	Robin Bunnell 8/2016 9/2016	Staff time Requires process redesign for intake advising – confer with Dean of Students, VP of Instruction, faculty contract May result in financial impact	

Project Activities	Timeline Champion	Resources and Impact	Project Status Update
Activity 2: Develop application question flow	Jemiah Wassman 8/2016 - 9/2016		
2.1 Research other college applications	Jenny Silva - 8/2016	Staff time	
2.2 Review options with team – design flow	Team 8/2016 - 9/2016	Staff time; form flow options and database auto update options	
2.3 Test application	Team - 8/2016	Staff time	
2.4 Implement application	Tom Nicholls - 10/2017	Webpage updates	
2.5 Review and Update schedule developed	Tom Nicholls - 10/2017	Team review once each year for required updates; survey created for student feedback once every 3 years – refer to evaluation plan	

Evaluation Plan -

Outcome	Indicator	Threshold	Baseline
1. An application form that is easily accessible and convenient for students	1A. Measured by student satisfaction rating on the admission application form survey	Green: GE 4 Yellow: Between 3.5 and 4 Red: < 3.5	NA
2. One admission application for all students	2A. Measured by the number of admissions applications created	Green: 1 Yellow: Between 2 - 3 Red: > 3	3
3. Data collected to meet compliance requirements	3A. Measured by the inclusion of all data elements included in the application.	Green: 100% Yellow: Between 90 - 100 Red: < 90%	100%
4. Update and review schedule implemented	4A. Measured by the completion of a schedule/ compliance flow timeline	Green: Within 30 days of application rollout Yellow: Between 30 and 60 Red: > 60 days	Yearly – no established date
	4B. Measured by the application updated prior to next year rollout	Green: Before rollout Yellow: Within 15 days of rollout Red: > 15 days after rollout	>15 days of rollout

Data Requirements

Data tracking categories: Survey demographics
- Gender; Race/Ethnicity; Housing Student; Athlete; OCCI Student; Financial Aid Student; ABE/GED Student
- Application categories (international, high school, traditional)

Elements for review within each category tracked:
1. Satisfaction of application length
2. Satisfaction of application convenience
3. Satisfaction of accessibility

Graphs:
1. Satisfaction pie chart based on elements for review
2. Longitudinal bar graph of overall satisfaction

Baseline Data:

1. No data currently available
2. Initial collection of data from survey in late fall 2017

Data Terms *to be added with assistance from the data team based on the specific elements for the project.*

Timeline Data Collection and Evaluation Activities **– add specific data collection timeline information; detailed steps for collection and analysis of data that is not included in the planning project document**

Data Collection and Evaluation Activities	Due Date	Champion	Completion Date
Survey created	12/2017	Tom Nicholls	
Survey administered once every 3 years	12/2017	Tom Nicholls	
Survey results reviewed	1/2018	Tom Nicholls	
Survey results shared with team and stakeholders	2/2018 3/2018	Tom Nicholls	
Update application based on student feedback	4/2018	Team	