CANKDESKA CIKANA
COMMUNITY COLLEGE
Spirit Lake Tribe

Initiative 1: Nurture Student Success

Goal 1: Increase Student Recruitment

a. New student enrollment will increase by 5 students per semester

Improve outreach/engagement with area high schools and communities

ATD Priority #1 – Advising

Actions Completed: Define cohort; plan cohort activities to engage students; refine advising model; identify key features of advising model to measure and data sources; develop means to assess effects of advising model

Measures: process flowchart, advisor checklist, revised advising procedure, cohort classes on schedule

Current Actions: revise registration and orientation events for recruiting students, assess advising model based on data analysis; addition of registration and orientation online options; registration and orientation events complete for FA19, SP20, F20, SP21 with data collected and analyzed

Measures: surveys at registration, orientation, numbers of students participating in the events that actually register as students

Ongoing Actions: reassess, revise, and implement the advising model as needed

Measures: surveys at registration, orientation, numbers of students participating in the events that actually register as students

Registration surveys completed FA19, SP20; no surveys for FA20 due to no registration event held as a result of pandemic; numbers participating 2019-20 year analyzed and used to identify changes for 2020-21 registration and orientation activities

Numbers of students participating in orientation recorded for FA19, SP20, FA19 and compared to prior years

Advising model altered FA20 to accommodate no in-person event; online moodle orientation module replaced in-person orientation; data gathered on numbers participating and registering; survey assessing online orientation module effectiveness conducted mid-semester FA20; data gathered for FA20 and SP21

ATD Priority #2 – Data

Actions Completed: convene data summit(s) to inform stakeholders and community

Measures: Data on enrollment distributed to stakeholders (baseline, trends, progress)

Current Actions: Implement Empower modules (including Student Portal, Admissions); build capacity through providing resources to support use of data for assessment and evaluation; develop institutional and public data dashboards for informing community and stakeholders

Measures: Empower modules fully implemented; data dashboards in place and in use

Online student portal/admissions with application process implemented; data dashboards in progress – delayed due to pandemic (tech staffing limited, and reprioritization of activities to accommodate online instruction and prep of devices/software needed for staff and students for online instruction)

Ongoing Actions: maintain data dashboards for engaging and informing potential students and the community

Pending: delayed implementation of data dashboards due to reasons stated above

Measures: dashboards in place and in use

Pending

ATD Priority #3 – Outreach

Actions Completed: Visited area schools and have established a consistent presence

Measures: calendar schedule of visits, monthly outreach report

Current Actions: Assess current outreach baseline data; create outreach plan to increase student enrollment (to include increased enrollments from high school and GED programs); collect additional baseline data (including yields from feeder high schools, GED programs, and employer-based programs); identify leading indicators (measures) for measuring progress of outreach efforts; CCA (Comprehensive Community Assessment)

Measures: baseline data completed and accessible

Data collected from visits to area schools for 2019-20 academic year and on-going during current year; visits to area schools discontinued due to pandemic; Student Success Coordinator making contacts to high school students; mass informational mailings conducted to attract students; online forums (Facebook, CCCC website) continue to be used for outreach; number of views on Facebook tracked using Facebook statistics; website hits unable to be tracked due to no outside web service

Baseline data collected; collection on-going

On-going Actions: assess and refine outreach plan

Rev 11.5.19; Update 10.20.20; Update 8 .9.21

Measures: additional data collected and compared to baseline data

Data from Facebook monitored continuously to help determine direction of outreach plan and efforts

Improve tracking of high school students engaged in CCCC weekend/summer academies, also Talent Search participants

ATD Priority #2 – Data

Actions Completed: Audit data for completeness and integrity; prioritize current data; data dictionary completed with definitions for common understanding; institutional data map completed

Measures: data map and dictionary; implementation of data map and timeline to provide data as needed according to identified institutional needs

Current Actions: launch a platform(s) for sharing data and aggregate numbers with internal and external stakeholders (will include data on feeder high school students)

in planning stages; some training of personnel has been provided to assist in developing skills to plan and implement

Measures: platform(s) in place and utilized

Pre-work and professional development conducted

Pending: identification of data to be shared and who/when it should be shared with; data on retention, persistence, completion and other data informally shared at staff/faculty meetings until platform can be developed

Ongoing Actions: maintain platform(s)

Measures: platform(s) in place and utilized

Pending development

ATD Priority #3 – Outreach

Actions Completed: Assess current outreach baseline data; outreach plan

Measures: NA

Current Actions: collect additional data (including yields from feeder high schools, GED programs, and employer-based programs); On-going refinement of outreach plan (to include use of social media to enhance outreach and inform about student success,

Rev 11.5.19; Update 10.20.20; Update 8 .9.21

actions to increase yield from stop-out population, recruit-back identification and outreach); modifications made to contact methods due to pandemic

Measures: baseline data completed and accessible

On-going Actions: assess and refine outreach plan

Measures: additional data collected and compared to baseline data

In progress: formalize data on yields from feeder high schools, high school student participation in summer/weekend academies, talent search numbers served; identify trends to improve recruitment efforts

Discover workforce needs and opportunities to strengthen tribal and community relationships

Priority #3 – Outreach

Actions Completed: None

Measures: NA

Current Actions: implement outreach plan (to include use of social media to enhance outreach and inform about student success; identify leading indicators for measuring progress of outreach efforts

Measures: completed outreach plan

Ongoing Actions: assess, revise, and continue updating plan accordingly

Measures: continue measuring leading indicators for progress

Increase awareness of events, activities, and opportunities using established social media links

Priority #3 – Outreach

Actions Completed: large presence established on social media and large following; digital signage in place, website in place and updated regularly, regular radio shows

Measures: data from Facebook, sign-in sheets from activities, survey results, website kept current; posters/flyers and information provided through "What's Happening?"

Current Actions: implement outreach plan (to include use of social media to enhance outreach and inform about student success)

Measures: data from Facebook, sign-in sheets from activities, survey results, website kept current; feedback from orientation survey FA20; response to mass-mailing activities

Rev 11.5.19; Update 10.20.20; Update 8 .9.21

Ongoing Actions: continued implementation and ongoing revision of outreach plan (to include use of social media to enhance outreach and inform about student success)

Measures: data from Facebook, sign-in sheets from activities, survey results, website kept current

Goal 2: Improve Student Retention

a. Increase fall-to-fall student retention rate, persistence rate, graduation rate by 3% each

Assign Student Academic Advisor immediately upon enrollment

ATD Priority #1 – Advising

Actions Completed: Identify/assign student academic advisor immediately; Measures: updated advising model and flowchart, mentor/advisor checklist, program of study checklist, registration/orientation survey, faculty list

Current Actions: Student Services assigns student academic advisor according to Program of Study

Measures: updated advising model and flowchart, mentor/advisor checklist program of study checklist, orientation survey, registration/orientation survey, faculty list; all items posted on website for easy student access

Ongoing Actions: Advisor continues to update student program of study for each semester

Measures: revise/assess updated advising model and flowchart, student transcript, program of study checklist, mentor/advisor list, faculty list, registration/orientation survey

On-going: modifications made to process based on survey results and needs identified; advisors assisted by conversations with the student's mentor

Assign Student Academic Mentor within first two weeks of semester

ATD Priority #1 – Advising

Actions Completed: Identify/assign student academic mentor within first 2 weeks of semester; mentors aren't assigned, but program faculty consult with assigned advisor and assist students in the registration process and choosing courses, program information and choice; liberal arts a problem area that was addressed by assigning 3 mentors who split up the students between them for mentoring; access to advising information was an issue but was resolved with faculty input and giving faculty access in Empower

Rev 11.5.19; Update 10.20.20; Update 8 .9.21

Measures: updated advising model and flowchart, mentor/advisor checklist, registration/orientation survey, faculty list

Current Actions: Support student by going over mentor checklist 3x during semester; mentors contact students to help them throughout the registration process and over the course of the semester as an additional support

Measures: updated advising model and flowchart, advisor/mentor checklist, registration/orientation survey, faculty list; mentor record of student contact

Ongoing Actions: Continue supporting student; advisors assisted by conversations with the student's mentor

Measures: revise/assess updated advising model and flowchart, mentor/advisor list, registration/orientation survey, faculty list

Set educational plan/pathway for each student that includes expectations/milestones

ATD Priority #1 – Advising

Actions Completed: completed program of study, went through rotation of classes, registered for classes

Measures: registration, program of study completed, class schedule, mentor/advisor checklist and advising process flowchart

Current Actions: Mentor checks with student 3x during semester, update advisor as needed (on-going)

Measures: advising model and flowchart, mentor/advisor checklist, program of study; mentor contact records

Ongoing Actions: Update/assess program of study as collegiate journey progresses

Measures: continued maintenance of program of study, mentor/ advisor checklist, and student files

Utilize data to identify performance gaps and develop necessary interventions

ATD Priority #1 – Advising

Actions Completed: use assessment data and grades entered midterm/final each semester to check on progress

Measures: program assessment data, Empower grades, SAP reports, academic withdrawals

Current Actions: Check student's assessment data and grades entered midterm/final for progress

Measures: program assessment data, Empower grades, SAP reports, academic withdrawals

Ongoing Actions: Revise/assess program assessment data, ongoing check on grades and SAP reports; monitor academic withdrawals

Measures: program assessment data, Empower grades, SAP reports, academic withdrawals

ATD Priority #2 – Data

Actions Completed: Development of Data Dictionary, Convening Data Summit, and conducting the ICAT Survey/World Café to identify gaps and actions needed; audit completed for identifying data sources and needs

Measures: Data Dictionary records, data audit document, ICAT/World Café findings, data provided for data summit

Current Actions: Developing data security policy and location for warehousing data, developing plan for regular dissemination of data to stakeholders; professional development for personnel to aid in development of data dashboards

Measures: security policy in place, locations for warehousing identified, record of training/information provided to staff at staff meetings/in-services in progress

Ongoing Actions: continued maintenance of data warehouse, data dashboards to inform stakeholders; to be implemented when current actions are in place

Measures: existing dashboards and minutes of staff meetings to communicate data, warehouse location maintenance kept current; in progress

Schedule regular contact/meeting times for the semester

ATD Priority #1 – Advising

Actions Completed: Completed mentor meeting with students 3x a semester or weekly dependent on program of study and semester now institutionalized and expected to be on-going

Measures: advising process flowchart, mentor/advisor checklist, program of study, student file; mentor and advisor contact records

Current Actions: Continual checking on student progress 3x a semester or weekly dependent on program of study and semester

Rev 11.5.19; Update 10.20.20; Update 8 .9.21

Measures: advising process flowchart, mentor/advisor checklist, program of study, student file; mentor and advisor contact records

Ongoing Actions: Revise/assess advising process flowchart, mentor/advisor checklist and program of study template

Measures: advising process flowchart, mentor/advisor checklist, program of study template, student file; mentor and advisor contact records

Require the Student Success class for all new students

ATD Priority #1 – Advising

Actions Completed: define cohort, plan cohort activities to engage students, refine advising model, identify key features of advising model to measure and data sources develop means to assess effects of advising model; strengths-finder added as integral part of cohort activities in first-year experience class

Measures: advising process flowchart, mentor/advising checklist, revised advising procedure, cohort class and student schedule, program of study, assessment annual report; number of students completing strengths-finder and completing conference with career advisor

Current Actions: Check on students attending cohort activities and classes, assess first year experience class; strengths-finder added as integral part of cohort activities in first-year experience class

Measures: assessment data report, advising process flowchart, mentor/advising checklist, revising advising procedure, cohort class and student schedule, program of study, assessment annual report; data collected on numbers of cohort students attending activities; survey of student experience on effect of activities; reports from grant received to support cohort activities and student success

Ongoing Actions: revise, assess first year experience class and attendance to activities 2 years of data collected; processes refined based on results

Measures: assessment data report, advising process flowchart, mentor/advising checklist, revising advising procedure, cohort class and student schedule, program of study, assessment annual report; data collected on numbers of cohort students attending activities; survey of student experience on effect of activities

Rev 11.5.19; Update 10.20.20; Update 8 .9.21

Provide co-curricular activities and opportunities, that include Student Support Services and CTE/NACTEP

ATD Priority #1 – Advising

Actions Completed: mentor/ advise students during registration and during orientation

Measures: orientation/registration survey, advisor/mentor checklist, advising process and flowchart; processes updated to support current online instruction required

Current Actions: revise orientation and registration, check with students 3x a semester, assess attendance at events, SSS, and CTE/NACTEP activities; SSS activities have been continued with existing staff, but minus the previous funding available through SSS/TRIO

Measures: attendance reports, orientation/registration survey, advisor/mentor checklist, advising process and flowchart

Ongoing Actions: Continually revise/assess orientation/registration, advisor/mentor checklist, program of study, and student file

Measures: orientation/registration survey, advisor/mentor checklist, program of study, and student file

ATD Priority #3 – Outreach

Actions Completed: Non-Traditional Roles Workshop, study groups

Measures: student sign-in sheets, surveys

Current Actions: offer workshops as grant funds are available

Measures: student sign-in sheets, surveys

Ongoing Actions: continue to provide and increase awareness of co-curricular activities and opportunities

Measures: student sign-in sheets, surveys

Address child/family needs for students within the educational plan, as appropriate

ATD Priority #1 – Advising

Actions Completed: go through mentor/advisor checklist with student, program assessment data

Rev 11.5.19; Update 10.20.20; Update 8 .9.21

Measures: mentor/advisor checklist, program assessment data, attendance, assessment annual report

Current Actions: Check on students 3x a semester; faculty and student surveys SP20 to determine additional needs for online instruction; referral to resources/technology as needed; flexible scheduling

Measures: mentor/advisor checklist, program assessment data, attendance, assessment annual report; survey responses SP20

Ongoing Actions: Update/assess mentor/advisor checklist, attendance class summary, program assessment data; respond to needs identified through orientation and registration surveys and participation; respond to needs identified from SP20 survey for online instruction

Measures: mentor/advisor checklist, program assessment data, attendance, assessment annual report; survey responses and orientation participation; course completion

Require student orientation for new students and encouraged for all students

ATD Priority #1 – Advising

Actions Completed: revised advising model implemented and assessed (includes registration and orientation activities) continued during current year

Measures: orientation survey, attendance sign in sheets;

Current Actions: assessed advising model revised and being implemented this semester actions completed 2019-20; revised due to pandemic; data being collected as to effectiveness

Measures: attendance sign in sheets, surveys

Ongoing Actions: continued assessment of and revision of advising model as data collected informs on-going as needs dictate

Measures: orientation survey (continues), attendance sign in sheets; participation in online orientation modules; success rates of students participating in orientation compared to those not participating

Provide financial education to all students

ATD Priority #1 – Advising

Actions Completed: Discussions with mentors/advisors, SSS workshops, orientation, meet with financial aid director now institutionalized and on-going

Rev 11.5.19; Update 10.20.20; Update 8 .9.21

Measures: mentor/advisor checklist, process, and flowchart, SSS workshop schedule, orientation sign-in sheets, student file SSS processes have been continued without the previous funding through TRIO/SSS grant

Current Actions: Discussions with mentors/advisors, SSS workshops, orientation, meet with financial aid director; workshops provided online and one-on-one assistance offered through Financial Aid Director, Registrar, and Admissions/Retention Coordinator; finance module in student orientation workshop in moodle

Measures: mentor/advisor checklist, process, and flowchart, SSS workshop schedule, orientation sign-in sheets, student file; mentor and advisor contact records; student completions of moodle workshops; records of attendance at online and in-person financial aid help sessions; number of students completing financial aid and scholarship applications; number of students completing finance portion of orientation workshop in moodle

Ongoing Actions: Revise/assess mentor/advisor checklist, SSS workshops, orientation, meeting with Financial aid director; workshops provided online and one-on-one assistance offered through Financial Aid Director, Registrar, and Admissions/Retention Coordinator; finance module in student orientation workshop in moodle

Measures: mentor/advisor checklist, process, and flowchart, SSS workshop schedule, orientation sign-in sheets, student file; mentor and advisor contact records; student completions of moodle workshops; records of attendance at online and in-person financial aid help sessions; number of students completing financial aid and scholarship applications; number of students completing finance portion of orientation workshop in moodle

ATD Priority #3 - Outreach

Actions Completed: Advertising and follow-up for SSS workshops, orientation, Student Success (Native Pathways booklet), Bridge Summer Camp, NATURE camp; creation of and advertising of financial portion of online orientation modules; active promotion of SSS online workshops online, scholarship opportunities, and financial aid assistance available through both social media and internal communication system

Measures: surveys and sign-in sheets; numbers of students completing FAFSA, orientation modules, scholarship applications, scholarships awarded, students utilizing emergency funds, tuition waivers awarded

Current Actions: continue advertising and follow-up support for activities geared toward financial literacy listed above

Rev 11.5.19; Update 10.20.20; Update 8 .9.21

Measures: surveys and sign-in sheets; numbers of students completing FAFSA, orientation modules, scholarship applications, scholarships awarded, students utilizing emergency funds, tuition waivers awarded

Ongoing Actions: all current actions on-going

Measures: surveys and sign-in sheets; numbers of students completing FAFSA, orientation modules, scholarship applications, scholarships awarded, students utilizing emergency funds, tuition waivers awarded

b. 80% of eligible students will complete financial aid applications each fall

ATD Priority #1 – Advising

Actions Completed: Financial Aid Director emailed students, discussions with mentor/advisors, workshops, orientation/registration activities; faculty assistance enlisted through provision to faculty list of students still needing to complete FAFSA

Measures: data from Financial Aid Director, mentor/advising files, student files, SSS workshop data, orientation/registration survey and sign-in sheets

Current Actions: Financial Aid Director emailing students, discussions with mentor/advisors, SSS workshops, orientation/registration activities; faculty assistance enlisted through provision to faculty list of students still needing to complete FAFSA

Measures: data from Financial aid director, mentor/advising files, student files, SSS workshop data, orientation/registration survey and sign-in sheets

Ongoing Actions: Revising/assessing data from Financial Aid Director, SSS workshops, orientation/registration sign in sheets; faculty assistance enlisted through provision to faculty list of students still needing to complete FAFSA

Measures: data from Financial aid director, mentor/advising files, student files, SSS workshop data, orientation/registration survey and sign-in sheets

ATD Priority #2 – Data

Actions Completed: baseline data has been collected

Measures: data on file

Current Actions: continue collection of data each semester

Measures: number of applications completed

Rev 11.5.19; Update 10.20.20; Update 8 .9.21

Ongoing Actions: ongoing collection each semester

Measures: number of applications completed

ATD Priority #3 - Outreach

Actions Completed: Advertising and follow-up for SSS workshops, orientation, Student Success (Native Pathways booklet), Bridge Summer Camp, NATURE camp; creation of and advertising of financial portion of online orientation modules; active promotion of SSS online workshops online, scholarship opportunities, and financial aid assistance available through both social media and internal communication system

Measures: surveys and sign-in sheets, number of completed applications

Current Actions: continue advertising and follow-up support for activities geared toward financial literacy; creation of and advertising of financial portion of online orientation modules; active promotion of SSS online workshops online, scholarship opportunities, and financial aid assistance available through both social media and internal communication system

Measures: surveys and sign-in sheets, number of completed applications

Ongoing Actions: continue current actions

Measures: surveys and sign-in sheets, number of completed applications

Initiative 2. Promote Effective Teaching and Learning Processes

Goal 1: Constant and consistent academic improvement

d. Assessment of student learning is understood, utilized, reviewed each semester

ATD Priority #1 – Advising

Actions Completed: discuss with advisor mentor during registration and meetings 3x a semester, ES assessments as needed

Measures: program assessment data, student file, advisor/mentor checklist, Assessment Annual Report, ES assessment report

Current Actions: discuss with advisor mentor during registration and meetings 3x a semester, ES assessments as needed

Measures: program assessment data, student file, advisor/mentor checklist, Assessment annual report, ES assessment report

Ongoing Actions: revise/assess advisor mentor process/ flowchart, and checklist, registration process, and meetings 3x a semester

Measures: Revise/assess program assessment data, student file, advisor/mentor checklist, assessment annual report, ES assessment report

ATD Priority #2 – Data

Actions Completed: course completion data has been compiled; course assessment data is collected and reviewed each semester

Measures: assessment documentation, maintenance of course completion data files

Current Actions: updating course completion data for current year

Measures: assessment documentation, maintenance of course completion data files

Ongoing Actions: updating of course completion data ongoing each semester

Measures: assessment documentation, maintenance of course completion data files

e. Identify areas and/or courses from data showing student success to identify areas and/or courses which need improvement

ATD Priority #1 – Advising

Actions Completed: Program Assessment Report each semester and Assessment Annual Report

Measures: Program Assessment Report, Assessment Annual Report

Current Actions: Discuss data from program assessment report and annual report

Measures: Program Assessment Report, Assessment Annual Report

Ongoing Actions: Revise/assess program assessment report, assessment annual report

Measures: Program Assessment Report, Assessment Annual Report

ATD Priority #2 – Data

Rev 11.5.19; Update 10.20.20; Update 8 .9.21

Actions Completed: course completion data has been compiled; course assessment data is collected and reviewed each semester

Measures: assessment documentation, maintenance of course completion data files

Current Actions: updating course completion data for current year

Measures: assessment documentation, maintenance of course completion data files

Ongoing Actions: updating of course completion data ongoing each semester

Measures: assessment documentation, maintenance of course completion data files

Initiative 4. Ensure a Sustainable & Superior Institutional Organization

Goal 1: Dakota values are integral to all work with the foundation being respect and integrity

Wisdom, humility, courage, generosity, fortitude, respect and honesty (woksape, wicowaḣba, wowaditake, wawokiya, wowaditake, waohoda, and oḣan owotana)

ATD Committee Actions: Development of the ATD Action Plan and Student Success Visual; Annual Reflection reports to ATD completed 2019, 2020, and 2021; Action Plan updated

Measures: Action Plan and Visual documents (basis in mission, vision, and values); Annual Reflection reports to ATD completed 2019, 2020,and 2021; Action Plan updated

Actions completed

Goal 2: Stakeholders receive various reports on annual basis

b. Institutional Profile (data summary)

ATD Priority #2 – Data

Actions Completed: updated in October 2019

Measures: the profile

Current Actions: updating data within profile each semester

Measures: updated data files

Rev 11.5.19; Update 10.20.20; Update 8 .9.21

Ongoing Actions: completion of future profiles; review of data points to be included in the profile

Measures: timely profile completion

f. Student Profile(s)

ATD Priority #2 – Data

Actions Completed: collection of disaggregated data (age, gender, financial aid, etc)

Measures: data kept on file

Current Actions: updating of data annually

Measures: data kept current

Ongoing Actions: occurs annually

Measures: data kept on file

Goal 4: Policy documents are reviewed and updated annually

ATD Priority #1 – Advising

Actions Completed: Discussed with mentor/advisor, advising process and flowchart updated, faculty handbook, student handbook, and college handbook updated as need and discussed with students

Measures: advising/mentor checklist, advising process and flowchart, faculty handbook, student handbook, and college handbook

Current Actions: Discussions with mentor/advisor, advising process and flowchart updated, faculty handbook, student handbook, and college handbook updated as need and discussions with students

Measures: advising/mentor checklist, advising process and flowchart, faculty handbook, student handbook, and college handbook

Ongoing Actions: Revise/assess mentor/advisor checklist, advising process and flowchart updated, faculty handbook, student handbook, and college handbook updated as needed and discussed with students

Measures: advising/mentor checklist, advising process and flowchart, faculty handbook, student handbook, and college handbook

Goal 5: Communication methods are reviewed and improved annually

c. Work study, internships, and apprenticeships are employment options for all CCCC positions

ATD Priority #1 – Advising

Actions Completed: Program faculty, financial aid director, HR, and mentors/advisors discuss with students

Measures: mentor/advisor checklist, program faculty internship handbook, student files, HR records and Financial aid records

Current Actions: Program faculty, financial aid director, HR, and mentors/advisors discuss with students

Measures: mentor/advisor checklist, program faculty internship handbook, student files, HR records and Financial aid records

Ongoing Actions: Revise/ assess Program faculty, financial aid director, HR, and mentor/advisor procedures

Measures: mentor/advisor checklist, program faculty internship handbook, student files, HR records and Financial aid records

Goal 12: Technology infrastructure is state-of-the-art and secured

b. **Develop and set dates for digital archiving of all student records (dependent on funding and space)**

ATD Priority #2 – Data

Actions Completed: None

Measures: NA

Current Actions: researching archiving options, costs and integrity/confidentiality concerns

Measures: options presented for approval

Ongoing Actions: selection of archiving process/options

Measures: archiving in place and maintained

Rev 11.5.19; Update 10.20.20; Update 8 .9.21