

ACTION PLANNING WORKSHEET

Title of Group: Institutional Overall	Team Members: (please list) FoE Steering Committee
Strategic Direction #? 1, 2, 3, 4, 5	Please Indicate # 2
Vital Initiative #? Example 1.1, 1.2, . . .	Please Indicate # 2.1, 1.3
Priority #?	Please indicate #
What? Strategic Objective (Please state in measurable terms)	First Year Communication Improvements
How? Strategies (Please list each strategy) <ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • Create a formal statement regarding the first year experience of EWC students. • Draft a Philosophy Statement for the first year experience at Eastern Wyoming College. • Adopt the First Year Philosophy statement formally and encourage its practice throughout EWC. • Publish and disseminate the statement as widely as possible. The committee encourages publication be in the catalog, on the website, and in all documents related to students, faculty, and staff. • Restructure the orientation information process to include non-academic assistance and college-sponsored organization/event assistance. • Develop a systematic referral of students to appropriate campus personnel for assistance. • Increase funding levels for orientation and recruitment activities, such as technology day. • Communicate or work to improve course, program and college learning goals. • Improve percent of faculty and staff with knowledge of college's educational goals and outcomes. • Develop, implement and communicate processes and procedures that enforce common program and college educational goals for First Year students. • Develop institution-wide learning goals for new students. • Revise new student orientation activities. • Communication needs to be standardized so each student receives the same information. Update information to be appealing to the new type of students coming to EWC. • Standardize the campus tour process to insure that all prospective students have similar experiences, as well as the opportunity to meet with staff and faculty, visit class, meet with advisors and/or coaches, and gain an awareness of the campus. This can be accomplished for having a standard tour as well as training tour guides. • Develop and distribute a family handbook to inform family members of relevant information. Suggested information includes FERPA, Financial Aid, activities schedules, contact information, ways to stay involved with your student, etc. This handbook should be relevant to not only parents of students, but also family members of non-traditional students as well. • Offer appropriate sessions offered to family members at orientation and pre-registration days to inform them of ways to assist in first year student success. • Update the website and EWC Catalog link to insure the information is easy to access. Make sure the information in both is concise and consistent. • Implement online access to EWC forms such as Application for Admissions, Transcript Request, Program Requirements checklist, etc. • Develop a Student Handbook to provide information regarding many aspects of the EWC experience to students, particularly first year students. • Institute a more relevant orientation for students of all ages and situations (i.e. sessions geared towards on-campus vs. off-campus or traditional vs. non-traditional). Provide useful and current information to students about the college.

	<ul style="list-style-type: none"> • Restructure Orientation to further benefit new students. Utilize this opportunity to create connections between students and instructors, staff, and services. • Emphasize EWC policies and administrative rules regarding acceptance, discrimination, and overall expectation of student behavior in new student orientation, College Studies, in syllabi review, and classroom expectations. This must be done both in writing as well as reinforced orally at various points throughout a student's enrollment in the College. • Increase publicity of students' involvement in the community both internally and externally. • Increase funding for programs that need facilities to compete in our service area. • Bring focus to the prominence EWC places on the First Year Student Experience through established levels of communication between senior academic leaders and faculty. • Develop a strategy to make the general education requirements more visible. Suggestions include posters be displayed to highlight the general education requirements, or that these core requirements be communicated on a monthly basis (such as a Communication Skills month).
Budget? Estimated Costs	TBD
When? Timeline	2009-2010
Who? Team or Responsible Persons for leading strategic objectives	Curriculum and Learning Council Subcommittee
Measurements/Accountability Key Performance Indicators (KPI)— How do we know if we are on the right track?	Philosophy statement and First Year Experience statement are written. First year processes and activities are restructured. Communication processes are developed and in place. Administration, faculty and staff receive and utilize effective, consistent communication processes.
Ultimate Goal —How do we know if we are successful?	All students receive effective, consistent communications from all areas of the college.