

Project SLOPE: Phase 1

Internal Stakeholder Committee Final Report

The Internal Stakeholder Committee was charged with completing the following tasks during Phase 1 of Project SLOPE:

- Create questions to use with stakeholder groups and present to the Project SLOPE Task Force
- Set targets of specific stakeholder and numbers for adequate, stratified sample
- Conduct focus groups across the college to gather feedback about what is important to all stakeholders to include students, alumni, concurrent enrollment instructors, adjunct instructors, industry representatives, faculty, staff
- Connect with Social Sciences student honors project team to analyze results for themes
- Present results to Task Force at May Meeting on 5/23/2018

The Committee was chaired by Tricia Johnson, Vice President for Academic Affairs, and Tamara White, Associate Vice President for Student Affairs. In addition to the chairs, membership in the committee was comprised of the following CCA employees:

- Tamara Conley – School of Liberal Arts, staff
- Kyle Hirsch – Social Sciences, adjunct instructor
- Kathleen Martin – Admissions and Registration, staff
- Anne Petti – Center for Workforce Development, staff
- Andrea Rascon – TRIO, staff
- John Young – Financial Aid, staff

Overview of Work Completed

The Internal Stakeholder Committee met twice on 1/24/2018 and 2/13/2018 to create the questions to be used in the internal stakeholder focus groups and presented those to the HLC Assessment Academy Team on 2/21/2018 and finally to the Project SLOPE Task Force on 2/28/2018. During the 2/13/2018 Committee meeting, the team decided on representation that was critical to garner for the focus groups and structured the requests for participants based on that information. For students, the Committee determined it would be critical to have representation from the following groups: concurrent enrollment, School of Liberal Arts, School of Professional Studies and Sciences, career and technical education, Student Government Association, alumni, students of color, older students, students with military/veteran status, student workers, and online students. For employees, the Committee determined it would be essential to have representation from the following groups: adjunct instructors, full-time faculty, assessment committee member, advising, registration, library, student life, student success center/TRIO, as well as varying job types for staff and divisional representation.

Next, the Internal Stakeholder Committee adopted the protocols developed/used by external stakeholders group with minor adjustments. The Internal Stakeholder Committee determined that we would provide a written version of the questions with space for participants to write notes for those who may feel more comfortable with written feedback. We planned to collect these sheets at the end of each focus group. The Committee created a separate demographic sheet for the student/alumni focus group. It was the intention that these participants would complete the demographic sheet to help the internal focus group determine if we had sufficient participation from groups across the college. If the Committee found that certain populations were not represented, we would make another push for participants.

We recruited participants via email communication. An email was sent to students through a variety of people across campus. Student Invitations were sent by Tamara White to the all student distribution list through Student Life. An email was also sent to Student Government Association and to student clubs asking for participants. Anne Petti coordinated distribution of emails to students through faculty/instructors in Center for Workforce Development. Andrea Rascon coordinated the distribution of emails through Student Success Center. Kyle Hirsch coordinated email through high school counselors for our concurrent enrollment students. Tricia Johnson coordinated emails being sent to students through D2L, the college learning management system.

We recruited alumni participation through assistance from the institutional research office and the CCA Foundation. Tamara Conley worked with institutional research to retrieve a list of alumni, and an email was distributed to them. The CCA Foundation also provided emails of active alumni, and an email was sent to them asking for participation.

CCA employee participation was recruited much the same way, via email invitations and through encouragement by members of the CCA Cabinet through their team leads. Tricia Johnson coordinated an email to the all employee distribution list asking staff and faculty to participate. Kyle Hirsch coordinated distribution of an email to concurrent enrollment instructors working with the concurrent enrollment staff.

Focus Group Breakdown:

Two focus group leaders from the Committee for each focus group:

- a. Four Student/Alumni Focus Groups
 - Two held at the CentreTech Campus, two held at the Lowry Campus
 - Two held during the day, two held during the evening
 - i. Monday, March 19, 2018 (11:30 am); Facilitators: Kathleen Martin/Tamara White
 - ii. Monday, March 19, 2018 (5:00 pm); Facilitators: Kyle Hirsch/John Young
 - iii. Tuesday, March 20, 2018 (11:30 am); Facilitators: Andrea Rascon/Tamara White
 - iv. Thursday, March 22, 2018 (5:00 pm); Facilitators: Tricia Johnson/John Young
- b. Four Employees Focus Groups

- Two held at the CentreTech Campus, two held at the Lowry Campus
- Two held during the day, two held during the evening
 - i. Tuesday, March 20, 2018 (5:00 pm); Facilitators: Kyle Hirsch/Tricia Johnson
 - ii. Wednesday, March 21, 2018 (10:00 am); Facilitators: Kathleen Martin/Anne Petti
 - iii. Wednesday, March 21, 2018 (5:00 pm); Facilitators: Tamara Conley/Andrea Rascon
 - iv. Thursday, March 22, 2018 (10:00 am); Tamara Conley/Anne Petti

Initially, we had interest from 98 stakeholders in participating in the focus groups (28 students, 14 alumni, and 56 employees). Overall, we gathered feedback from 71 individuals (participation rate of approximately 72%) through the eight focus groups. The breakdown of stakeholders is as follows:

- 13 students
- 7 alumni
- 51 employees

The Committee was satisfied with the representation among the 51 employees, especially given that their feedback would be added to the feedback of approximately 60 additional employees from a focus group held at an All College Meeting on 11/8/2018. For the students, the Committee analyzed the results and found the representation of the students and alumni to reflect the overall student body at CCA.

The data were collected via audio recording, participant notes, and facilitator notes. All data were submitted to the Social Sciences student honors project team on 4/27/2018 for transcription and initial coding.