

Team Action Plan

Strategy/Goal Team Name: Project Excel Strategy Team

Plan Year: FY '14 (July 15th – July 26th)

Team Members: Monica Edwards; Kris Hoffhines; Laura Labauve Maher; Michelé Robinson

Strategic Goal Supported: Goal 3.2 (increase % of FTFT freshmen in credit-bearing courses)

Target Population (Who will be impacted and how many people will be involved?): *High school juniors from Palatine High School. High achieving students typically African American and Hispanic. Approximately 20-25 students total*

Brief description of strategy: *Project Excel is a two-week program that Harper College has agreed to provide for students from Palatine High School that have just completed their junior year of high school. The students will experience two different simulated college courses (SOC 101 & PSY 107) during their time at Harper as well as be introduced to a variety of college services. The intent of this project is to improve college readiness skills and improve knowledge and confidence in accessing college services that will aid in college success.*

Expected Outcomes (What change do you expect as a result of this strategy?): *Project Excel is designed for high performing underrepresented high school juniors that have taken accelerated and AP courses however, they may not be fully prepared for the rigors of college coursework. This strategy will support the above mentioned goal by giving these students exposure to college via simulated courses, a library research assignment, and engagement with faculty and staff on Harper's campus. This experience will give them the opportunity to examine their college readiness skills and provide time for them to address any deficiencies in coursework or self-awareness skills during their senior year of high school. This will hopefully lead to them being able to enroll in credit-bearing courses during their freshmen year of college.*

Action Steps/ Tasks What will be done?	Responsibility Who will do it?	Timeline When will it begin and when will it be completed?	Resources What additional resources do you need?	Partners (Internal/External) Who will need to be involved to carry out this task/step?	Challenges What challenges or barriers do you anticipate?	Communication How will you communicate this task/step to your partners?	Accomplishment What will this task/step accomplish?
Build a 2 week summer program focused on college readiness	Monica Edwards & Kris Hoffhines	Begin: 3/13 Completed: 6/13	Curriculum development time.	Input from Palatine Project Excel faculty. Financial Aid rep., Librarian, various faculty members to serve in office hours assignment.	None	Regular update meetings.	Simulate a college experience for high school juniors from Palatine high school.
Develop simulated college course for SOC 101	Monica Edwards	Begin: 3/13 Completed: 6/13	None	Kris Hoffhines (co-teacher)	None	Regular meeting updates	Simulated program design
Develop simulated college course for PSY 107	Kris Hoffhines	Begin: 3/13 Completed: 6/13	Minimal printing	Input from Palatine Project Excel faculty	Unknown student group – limited knowledge of their	Regular update meetings	Provide college simulation for high school juniors.

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					current awareness level of racial identity.		
Reserve two classrooms	Michelé Robinson	Begin: 3/13 Completed: 3/13	Rooms on campus	Campus scheduler	Room shortage	N/A	Space for program
Schedule faculty for 'office hours' simulation	Monica Edwards	Begin: 4/13 Completed: 5/13	None	The faculty that agree to participate in this	Shortage of interested faculty members	Regular meetings	Opportunity for students to engage with faculty in simulated college readiness experience
Schedule Library research visit	Monica Edwards	Begin: 4/13 Completed: 5/13	None	Library staff	Library may be booked	Confirmation memo via e-mail	Opportunity for students to experience an authentic library research project as part of the college readiness experience
Schedule Financial Aid presentation	Kris Hoffhines	Begin: 4/13 Completed: 6/13	Financial aid representative commitment	Financial aid representative	None	Contact Tina Baskin via email.	Increased student awareness of financial aid issues.
Notify Success Services of student visits over a 2 week period	Michelé Robinson	Begin: 4/13 Completed: 6/13	None	Student Services Staff	Scheduling of staff in that office; they may not be available	Confirmation memo via e-mail	College readiness immersion experience for students around college student success services
Notify Career Center of student visits over a 2 week period	Michelé Robinson	Begin: 4/13 Completed: 6/13	None	Student Services Staff	Scheduling of staff in that office; they may not be available	Confirmation memo via e-mail	College readiness immersion experience for students around college student success services
Develop college readiness pre & post assessment	Monica Edwards & Laura LaBauve	Begin: 5/13 Completed: 6/13	Assessment tool	High School faculty	Developing a reliable assessment tool	Regular meetings with our high school faculty partner	Allow us to evaluate the success of this

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metric							project with helping students to feel confident and ready for college
Develop Likert scale assessments for evaluation of college service knowledge and confidence levels	Laura LaBauve & Kris Hoffhines	Begin: 5/13 Completed: 6/13	Assessment Tool	N/A	Developing a reliable assessment tool	Regular team meetings	Allow us to evaluate the success of this project with helping students to feel confident and ready for college

Strategy sustainability (If this strategy is successful, how will it be sustained after the initial pilot phase?):