

Oregon Win-Win Initiative: **Timeline, Key Activities and Checklist** (revised 4/25/12)

For a calendar overview, refer to the *Oregon Win-Win Schedule*. Community colleges' (CCs) responsibilities are highlighted. Endnotes are listed on the last page.

Activities (Responsible Party)	Due Date	Done? <input checked="" type="checkbox"/>
SET UP INFRASTRUCTURE		
Kick-off conference	20-Oct-11	<input checked="" type="checkbox"/>
Verify community college leads (Statewide Degree Audit Coordinator, TS ⁱ)	1-Nov-11	<input checked="" type="checkbox"/>
Create all stakeholders distribution list (TS)	1-Nov-11	<input checked="" type="checkbox"/>
Send all stakeholders conference notes, website info, cognizant institution scenarios report (TS)	1-Nov-11	<input checked="" type="checkbox"/>
Send all CCs and CCWD ⁱⁱ in-kind contribution tracking forms for the reporting period August 2011 – June 15, 2012 (TS)	20-Nov-11	<input checked="" type="checkbox"/>
Convene Win-Win Leadership Team conference call (TS)	22-Nov-11	<input checked="" type="checkbox"/>
Define "cognizant institution/college" and "non-incidental number of credits ⁱⁱⁱ " via email vote (TS and community colleges)	1-Dec-11	<input checked="" type="checkbox"/>
Send final definitions of "cognizant institution" and "non-incidental number of credits" to all stakeholders, IHEP ^{iv} and SHEEO ^v (TS)	1-Dec-11	<input checked="" type="checkbox"/>
CCWD: CREATE UNIVERSE OF INTEREST & INITIAL LIST, MATCH RECORDS		
Identify "universe of interest," or first list of student records (CCWD ^{vi})	7-Dec-11	<input checked="" type="checkbox"/>
Assign student records to cognizant colleges (CCWD)	8-Dec-11	<input checked="" type="checkbox"/>
Match "universe of interest" list to Oregon University System and National Student Clearinghouse databases; further narrow list based on selection protocol (CCWD).	13-Jan-12	<input checked="" type="checkbox"/>
Calculate total transferred-in credits ^{vii} for each eligible student record (actual earned credits ^{viii} plus imputed credits ^{ix}) (CCWD)	31-Jan-12	<input checked="" type="checkbox"/>
Record matching data, including all items below (CCWD)	7-Feb-12	<input checked="" type="checkbox"/>
-total in-state matches	--	<input checked="" type="checkbox"/>
-total out-of-state matches	--	<input checked="" type="checkbox"/>
-total matches in 4-year institutions	--	<input checked="" type="checkbox"/>
-total matches in 2-year institutions	--	<input checked="" type="checkbox"/>
-total # of students in excluded groups; describe groups	--	<input checked="" type="checkbox"/>
-total # of students "recaptured" after first state list report	--	<input checked="" type="checkbox"/>
Use narrowed universe of interest list to create <u>initial list</u> of student records to audit; Create xml file for audit (CCWD)	21-Feb-12	<input checked="" type="checkbox"/>
STATE-LEVEL AAOT DEGREE AUDITS		
Begin state-level AAOT degree audits w/ software ^x (CCWD/TS) In progress	22-Apr-12	<input type="checkbox"/>
Begin state-level AAOT degree audits with hand-and-eye (TS)	1-May-12	<input type="checkbox"/>
Remind all CCs and CCWD to complete in-kind contributions tracking for the period August 2011 – June 15, 2012 (TS)	31-May-12	<input type="checkbox"/>

Activities (Responsible Party)	Due Date	Done? ☒
Complete state-level AAOT degree audits; verify that sum of degree audits equals AAOT eligible, potential, neither and unresolved (TS)	15-Jun-12	<input type="checkbox"/>
Separate state-level audit data into 17 cognizant college files (TS)	15-Jun-12	<input type="checkbox"/>
DISTRIBUTE ELIGIBLES LIST & REPORT DATA		
Send cognizant college data file (Eligibles List) to each CC (TS)	15-Jun-12	<input type="checkbox"/>
Send total # eligibles (AAOT eligible, potential, neither and unresolved data), % transfers in and average number of credits) to IHEP (TS)	15-Jun-12	<input type="checkbox"/>
COMMUNITY COLLEGES VALIDATE AUDITS & REPORT DATA / REPORT IN-KIND		
Each CC and CCWD send in-kind contributions for the period August 2011 – June 15, 2012 to TS (CCs and CCWD)	11-Jun-12	<input type="checkbox"/>
Each CC, when practical, begin verification of transferred-in credits (from CCWD) to ensure they are applicable to their AAOT degree (CCs)	16-Jun-12	<input type="checkbox"/>
Each CC, when practical, begin validate ^{xi} of degree audits (CCs)	16-Jun-12	<input type="checkbox"/>
Each CC begin student outreach and notification as needed (CCs)	16-Jun-12	<input type="checkbox"/>
Each CC, when practical, begin awarding degrees (CCs)	16-Jun-12	<input type="checkbox"/>
Compile & send in-kind contributions data to LCC, fiscal agent (TS)	14-Jun-12	
Prepare for all stakeholders meeting on October 25, 2012 (TS)	6-Aug-12	<input type="checkbox"/>
Create & send CCs demographics and holds data template (for student records deemed “eligible” after degree audit) including info below (TS)	10-Aug-12	<input type="checkbox"/>
-average # of credits earned	--	<input type="checkbox"/>
-percent race/ethnicity	--	<input type="checkbox"/>
-percent gender	--	<input type="checkbox"/>
-percent of students who entered higher education by age 20	--	<input type="checkbox"/>
-total # of holds on degrees	--	<input type="checkbox"/>
Each CC send demographics and holds data to TS (CCs)	24-Aug-12	<input type="checkbox"/>
Compile and send all demographics and holds data to IHEP (TS)	1-Sep-12	<input type="checkbox"/>
AWARD DEGREES & REPORT DATA		
Create and send each CC a degrees awarded data template including info below (TS)	15-Sep-12	<input type="checkbox"/>
-total # of students who could not be located	--	<input type="checkbox"/>
-total # of students who were or would be awarded associate's degrees by spring term 2013	--	<input type="checkbox"/>
-total # of students who declined the degree offer	--	<input type="checkbox"/>
-total # of students who did not respond	--	<input type="checkbox"/>

Activities (Responsible Party)	Due Date	Done? ☒
AWARD DEGREES & REPORT DATA (continued)		
Each CC complete and send degrees awarded data to TS (CCs)	26-Sep-12	<input type="checkbox"/>
Create and send final degrees awarded data to IHEP (TS)	1-Oct-12	<input type="checkbox"/>
ALL STAKEHOLDERS MEETING / REPORT ON POTENTIAL DEGREE EARNERS		
IHEP, SHEEO site visit and all stakeholders meeting (TS)	Oct-25	<input type="checkbox"/>
Create & send potentials data template to CCs inc. info below (TS)	13-Nov-12	<input type="checkbox"/>
-total # of potentials	--	<input type="checkbox"/>
-total # of students missing required math	--	<input type="checkbox"/>
-total # of students missing required English	--	<input type="checkbox"/>
-total # of students who could not be located	--	<input type="checkbox"/>
-total # of students who were contacted	--	<input type="checkbox"/>
Each CC complete potentials data and send to TS (CCs)	27-Nov-12	<input type="checkbox"/>
Send potentials data to IHEP (TS)	30-Nov-12	<input type="checkbox"/>
REPORT ON RE-ENROLLED AND ADVISED STUDENTS		
CCs begin tracking re-enrolled and advised data	Jan 2013	<input type="checkbox"/>
Create and send template for re-enrolled and advised data to CCs including info below: (TS)	8-Feb-13	<input type="checkbox"/>
-total # re-enrolled or expressed intention to re-enroll by fall term 2013	--	<input type="checkbox"/>
-total # received academic advising, completion templates, etc.	--	<input type="checkbox"/>
All CCs send re-enrolled and advised data to TS (CCs)	22-Feb-13	<input type="checkbox"/>
Send re-enrolled and advised data to IHEP (TS)	1-Mar-13	<input type="checkbox"/>
FINAL REPORTING		
Remind all CCs & CCWD to complete in-kind contributions data for the reporting period August 1, 2012–June 15, 2013 (TS)	24-May-13	<input type="checkbox"/>
Each CC and CCWD send to TS in-kind contributions data for the reporting period August 2012 – June 15, 2013 (CCs and CCWD)	7-Jun-13	<input type="checkbox"/>
Compile & send in-kind contributions data to LCC, fiscal agent (TS)	14-Jun-13	<input type="checkbox"/>
Create and send all CCs a final report template (TS)	15-May-13	<input type="checkbox"/>
All CCs send final report to TS (CCs)	31-May-13	<input type="checkbox"/>
Create draft of final report and send to CCWD (TS)	19-Jun-13	<input type="checkbox"/>
CCWD send final report to IHEP (CCWD)	31-Jul-13	<input type="checkbox"/>
IT'S A WRAP		
We all celebrate SUCCESS!	Aug-13	<input type="checkbox"/>

ⁱ Statewide Degree Audit Coordinator: Tammie Stark, tammie.stark@state.or.us or 541.510.3678

ⁱⁱ CCWD, State of Oregon Department of Community Colleges and Workforce Development

ⁱⁱⁱ “Cognizant institution” or cognizant college is defined as: the last Oregon community college the student attended with a non-incidental number of credits; “non-incidental number of credits” is defined as: 24 credits in a quarter system

^{iv} IHEP, Institute for Higher Education Policy

^v SHEEO, State Higher Education Executive Officers

^{vi} Primarily Marilyn Kolodziejczyk and David Loos, CCWD

^{vii} “**Transferred-in**” credits are estimated. Oregon counts as “transfers in” anyone who earned credits outside the cognizant college before their first enrollment at the cognizant college.

^{viii} “**Actual earned credits**” are total in-state credits determined by adding all credits earned by a student in any Oregon higher education institution

^{ix} “**Imputed credits**” are out-of-state transferred-in credits imputed by CCWD using National Student Clearinghouse data. We assume 12 credits earned for each term a student is enrolled out of state “full time,” 6 credits earned for each term a student is enrolled out of state “half time,” and 3 credits earned for each term a student is enrolled “less than half time.”

^x Customized AAOT degree audit software created by Brett Matti, Chemeketa Community College; way to go!

^{xi} Each community college is responsible for verifying degree audits according to their institutional requirements