



**To:** Dr. Kathryn Kay Coquemont, Associate Vice President for Student Success  
**From:** Dr. Chuck Lepper, Vice President for Student Affairs and Enrollment Management  
**CC:** Dr. Deneece G. Huftalin, President and Chair, College Planning Council  
 Mr. Jeff Aird, Vice President for Institutional Effectiveness  
**Date:** August 1, 2020  
**Re:** Strategy 10: Close the completion gap through targeted student support Response and 20-21 Charge

This memo is to officially appoint you as the 2020-2021 lead for Strategy 10: Close the completion gap through targeted student support. In this capacity, you serve as the primary college leader to ensure we successfully implement this strategy. This memo will provide a brief context and then review the expectations for the year. Please let me know how I might be supportive to you in this role!

**Review of 19-20 Recommendations**

Recommendation	Response
1. Expand Bruin Scholars Program	Received additional funding for FY21
2. Enact a New Strategic Plan for the Office of Diversity and Multicultural Affairs	Exhaustive list of action steps have moved forward with implementation successfully
3. Require Student Affairs Departments to Provide Assessment Data Disaggregated by Race/Ethnicity	Follow up needs to be done with departments that did not incorporate this in their assessments

**Charge for 20-21**

As the strategy lead, you are responsible for strategy implementation to include the following:

- Create an Emerging HSI Task Force, co-chaired by Richard Diaz and Dr. Kathryn Kay Coquemont, to include invitations to Emily Hernandez Alzamora, Dr. Lea Lani Kinikini, Dr. Sara Reed, Dr. Jason Pickavance, Maria Martinez, Mequette Sorenson, Jon Glenn, Leonel Nieto, Whitney Harris, and Alonso Reyna Rivarola

- Expand Bruin Scholars program to approximately 100-120 participants and create opportunities for students on South City Campus and Jordan Campus, in addition to Taylorsville Redwood Campus. (first-year students, may backfill to second years)
- Implement the CARE Team to support and intervene with first-generation students (many of them also students of color) with moderate risk scores in MySuccess, as determined through its predicative analytics.
  - Students of color who are first-gen at moderate risk and able to opt-out of the cohort being supported
  - Students past their first year
- Assess institutional performance under this strategy. Working with the data science and analytics office, identify and analyze key metrics and how they align to the larger institutional goal of closing the completion gap through targeted student support. Specifically, analyze data specific to fall-to-spring retention, fall-to-fall retention, and student success as defined by selection of program of study and trajectory towards program completion.
- Identify and present critical, strategic decisions that must be made by College leadership to successfully implement the strategy. Please surface these with me so that we can schedule a time to discuss in Executive Cabinet or Senior Leadership Team meetings.
- Engage stakeholders to ensure participation, collaboration, and clear communication.
- Maintain the internal communication with regular updates on the work accomplished. This should include a minimum of three written updates per academic year.

A schedule for strategic discussions is under development. You may be asked to present updates at Planning Council, Senior Leadership Team, or Executive Cabinet meetings. You will also meet with me and the President at least once each semester to discuss strategy progress. We will discuss any presentation preparation needs once dates and topics are set.

At the conclusion of the year, you will need to provide a short-written report on the work accomplished. This report will be submitted to Vice President Aird on May 1, 2021.

## **Stakeholders**



Given our college value of collaboration, please consider engaging stakeholders as you advance this strategy. You might consider hosting 1-1 discussions, large or small forums, direct meetings, online discussions or custom workshops.

### **Communication Plan**

Lastly, we are pulling together a coordinated web-based communication strategy for all nineteen strategies. We will be reaching out with further information within the next month to help you engage with that system.

If you have any further questions please regarding strategy process and communication reach out to Lauralea Edwards, Assistant Vice President for Strategy & Analysis at [Lauralea.Edwards@slcc.edu](mailto:Lauralea.Edwards@slcc.edu). I appreciate your service and look forward to working with you to advance our strategic plan.