# Little Big Horn College
## Planning Retreat
## "Priorities to Address"
## 2018

| Area | Goal | Action | Timeline | Milestones |
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| Priority # 1<br>What is the Priority?<br><br>**Recruitment** | **What do we want to achieve?**<br><br>**Increase Enrollment**<br>• **Recruit 90% area H.S. Seniors/Grads** | How and what type of action is needed? And, who should participate?<br><br>• Recruit in area schools, send letters, correspondence (former students)<br>• All Employees participate<br>• Set class list out sooner<br>• Hire fulltime position for Recruitment<br>• Appeal & Charm the Community by focusing on individual interests.<br>• "Sell LBHC" | When?<br><br>• ASAP<br>• NOW!<br>• Yesterday<br>•<br>• | What is required to see accomplishments?<br><br>• Tracking First-time Freshmen<br>• Watch enrollment #'s<br>• Completion rates<br>• Graduation rates<br>• Recruit/Retain/Graduate, Completion successfully w/minimal loss<br>• Analize data<br>• Get feedback |
| | • **Recruit Qualified Faculty** | • Visit High Schools<br>• Cost Comparisons with other colleges<br>• What is our capacity capability<br>• Admissions follow-up<br>• Bridge Program<br>• Encourage Non-traditional<br>• Up Customer Service | • Look into this now Start now<br>• On going during semester | • Review AIMS/AKIS & IPEDs |
| | • **Show Case Campus** | • Hall of Fame Wall, posters of successful students, Billboards | • Start planning | • See rented Billboards |
| | • **Housing/Dorms** | • Evaluate costs/buildings and operating cost | • Start planning | • See housing built |

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| | • **Build Relationships w/constitutes** | • Former students, H.S. Counselors, have positive things to say about LBHC | • Begin now- keep looking | • Survey students on why they come to LBHC |
| | • **Online classes** | • Open Admissions sooner | Now or plan to do this soon | |
| | **Goals** | **Actions** | **Timeline** | **Milestones** |
| Priority # 2<br><br>Advising/ Retention | • Retain Students until end of semester<br>• Finding committed advisors who are confident in themselves<br>• Higher Retention | • Training staff to advise<br>• TA's for faculty<br>• Confident faculty/staff<br>• Rewards/incentives<br>• Admissions availability<br>• Human Relation skills – welcoming & helpful<br>• Transportation for Pryor<br>• Follow-up w/students who aren't going to class week 2<br>• Visit w/High School 9th-10th<br>• Student spotlight/registrar/admissions<br>• Dept Heads mail to students in major<br>• Utilize e-mail/social media/office hours<br>• Study groups for challenging courses | • Immediately<br>• Advising training before registration<br>• By next week | • Taking action<br>• Check/share retention rates each semester for accountability<br>• Increase enrollment<br>• Keep 2/3 of students until end of semester |
| | • Keep students on track<br>• Smoother advising for all students to meet academic progress | • Training faculty and staff<br>• Jenzabar advising module needs to be implemented<br>• Students meet w/advisor regularly (mandatory)<br>• Contact students who are missing class<br>• During registration have faculty/advisors available | • Now<br>• Fall 2019 (if possible)<br>• Spring 2019 | • Higher completion rates<br>• Students will have access to plan of study<br>• All employees involved |
| | • Follow plan of study to | • Need training on substitute classes | • Continue | • all employees |

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| | keep on track retain 80%<br>• Advise student accurately<br>• Instill pride in student<br>• Regularly scheduled advising<br>• Get as many students to wtay on plan of study and completing | • Follow or track students<br>• Training<br>• Properly train faulty/staff<br>• Creating or offering a course that connects culture with health<br>• Policies that holds both parties accountable<br>• Graduation audit | through semester<br>• Now<br>• Every semester<br>• Fall 2018<br>• now | • increase retention rates/completion rates<br>• graduation<br>• course offering with enrolled students and buzz about it<br>• student advising calendar create graduation date |
| Priority # 3<br><br>Financial Aid | • 90-100% completion FAFSA<br>• College Goal Sunday<br>• Awareness on other resources of funding opportunities<br>• Educate all employees on financial aid process<br>• Educate students on F.A. requirements w/families | • Training all employees to assist students<br>• Have students schedule to complete FAFSA in Compass Lab & financial aid Lab<br>• Mandatory student orientation (information on deadlines)<br>• Research funding opportunities<br>• Offer extra credit to students who complete FAFSA<br>• Incentive for completing FAFSA (WIOA?, ATD)<br>• Follow up w/students<br>• Special sessions – Q & A for all employees | • Now<br>• Every semester | • Follow up w/financial aid Director on completion rates<br>• Data on eligibility<br>• PELL grant recipients<br>• Follow up w/FA Director |
| | • All students apply for PELL<br>• Inform parents on their roles for FAFSA | • Financial aid Friday<br>• Incentive for all students who apply<br>• Give out student bills<br>• Provide a check list to all students to complete the PELL process | • Now | • Increase awareness of the funding limit eligibility<br>• Higher academic progress to |

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| | | • Students need to follow up w/FA office when they apply initially<br>• Students need to know<br>• Default<br>• Suspension family contribution<br>• Compete paperwork for FA office<br>• Verification process | | completion |
| | • Increase rate of students who apply for PELL/FAFSA<br>• Get all students to apply – 100%<br>• Get 85% students to apply<br>• Reduce/eliminate student debt<br>• Stress importance to apply | • Target/recruit non-traditional students<br>• Veterans – GI Bill<br>• Unemployed<br>• Training/workshops for FAFSA-open to the public<br>• Encourage students to apply for scholarships<br>• Creating database of available scholarships<br>• Financial aid table @ registration to make appointment-will be able to identify students who didn't sign-up<br>• Maintain communication w/high school counselors to make sure seniors are set<br>• Designate a core group of faculty/staff who can help Beverly help students<br>• Tip sheet (only 12 semesters, list of what you need)<br>• Check bi-weekly who applied<br>• Make a requirement to do PELL, before they can register<br>• How to write letters/essays for scholarships | • Fall 2018<br>• ASAP | • 85% students on PELL<br>• Monitor rates @ each semester<br>• Increase rnrollment/income<br>• Create more resources for LBHC |
| **Area** | **Goal** | **Action** | **Timeline** | **Milestones** |
| Priority #4 | What do we want to achieve? | How and what type of action is needed? And, | When? | What is required to see |

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| What is the Priority?<br><br>Student Orientation | <ul><li>Identify staff/faculty</li><li>Open to all students (not just 1st time freshmen)</li><li>Environment w/sense of belonging-feel @home, comfortable</li><li>Complete student knowledge, all LBHC, when to graduate</li><li>Administrators occasionally visit classes/students</li><li>Getting everyone on first name basis w/each other</li></ul> | who should participate?<br><br><ul><li>Getting all employees involved-know who's who</li><li>Include club advisors</li><li>Have orientation earlier, a week before</li><li>Clean campus, professional employees</li><li>Accommodate cultural factors</li><li>Social space (couches, coffee)</li><li>Professionally printed handouts/brochures</li><li>Continuing program throughout the year, incentives</li><li>Recruit individuals who aren't students, but always on campus</li><li>Talking time limit for speakers</li><li>Motivational speakers</li></ul> | <ul><li>Fall 2018</li><li>Now</li></ul> | accomplishments?<br><br><ul><li>Have a survey? To monitor progress/suggestion</li><li>How to improve orientation</li></ul> |
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| | <ul><li>Awareness of procedures</li><li>All students participate</li><li>Early orientation</li></ul> | <ul><li>Educate policy/procedures</li><li>Educate process</li><li>Chick list</li><li>Correspondence w/students</li><li>Pre-registration</li><li>Meet/greet w/all faculty/staff</li><li>Games/making it fun</li><li>Give resources of what's on campus</li><li>Clubs</li><li>Athletics</li><li>Class officers</li></ul> | <ul><li>now</li></ul> | <ul><li>submit documents</li><li>survey</li><li>incentives</li></ul> |
| | <ul><li>All students participate</li><li>Mandatory</li><li>Campus wide event all staff/faculty</li></ul> | <ul><li>Send letters to admitted students</li><li>All students</li><li>Multiple orientations during summer</li><li>Mandatory attendance for faculty & staff</li></ul> | <ul><li>1st week of august to get info out to public</li></ul> | <ul><li>All student orientation</li><li>Better prepared # students will lead to</li></ul> |

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| | • Increase #'s for orientation<br>• Inform students on clubs & organization for more participation | • Post orientation dates<br>• 1st wk of august (all faculty & staff)<br>• Admission's Day's | • Letters<br>• Post info<br>• Fall 2018 | higher graduation rates |
| **Priority #5**<br><br>Books/<br>E-Books | • Smoother process/efficient access to books<br>• That students have their books on 1st day of classes<br>• Create process & protocol | • Re-access process<br>• Bookstore is open & someone there to assist students<br>• Educate all employees for e-campus<br>• Student services & finance needs to collaborate | • Fall 2018<br>• now | • that all students have their books by 1st day of class<br>• students applying for financial aid<br>• survey students |
| | • have books available to student cost effective<br>• avoid overstock of books<br>• all enrolled students be able to purchase books<br>• find a better way for students to purchase books | • keep present eBooks code & access code (every semester)<br>• syllabus ready before classes begin<br>• teach students how to buy books online<br>• PELL needs to be completed for students to purchase books (PELL eligible students)<br>• College covers cost of books & adds it to student bills (students who don't qualify for PELL)<br>• Make computers available @ bookstore<br>• Add ordering eBook's along with Financial Friday<br>• Utilize electronic books when available<br>• Students need to know the correct books to order ISBN# | • now | • all faculty & staff work together to assist students in purchasing books<br>• survey students on eBook's process |
| | • Timely management for students to get there books<br>• Provide materials, not just books, | • Teamwork and participation from staff/faculty to have books before class starts<br>• Online portal to access classroom | • Now<br>• ASAP | • Increase student success rates, lower dropout rates<br>• Cut unnecessary |

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| | instrumental/detrimental to student learning<br>• Students have books by the 1st day<br>• Have students register for classes @ the end of the previous semester, to get an estimate of class size | material so not dependent on books only (slideshows, supplemental handouts)<br>• Book buyback program – deadline to buy books<br>• Book rentals<br>• Instructors editions for instructors, esp. adjuncts<br>• Adequate supply on hand | | costs across the board<br>• Employees & students |
| Priority #6<br><br>All Faculty/ Staff Engagement w/students | • Make students feel like they matter<br>• Better customer service | • Survey students on staff performance<br>• Continue Faculty Evaluations<br>• Staff & faculty acknowledge students<br>• Monthly student breakfast<br>• Revitalize the student of the month | • ASAP<br>• Riley will send positive messages to encourage student engagement | • Students feel welcome |
| | • Better communication between programs (staff, faculty, admin)<br>• Visibility<br>• Making students feel welcome & important<br>• Sincere participation & engagement<br>• We are here for student success | • Staff breakfasts report out<br>• Open door policy<br>• Utilizing student e-mails & student list serve<br>• Staff/faculty be open & friendly<br>• Good customer service<br>• Recognize & Acknowledge student effort<br>• Facebook post<br>• Student campus resource list<br>• Physical activities<br>• Cultural activities | • Now<br>• continuing | • update Facebook w/good news & TV Screens on campus<br>• Update LBHC Sign |
| | • Increase first name basis with student<br>• Campus community involvement<br>• See more students stay on | • Administrators walking on campus and greet students<br>• Student interaction with employees<br>• Creating positive space for student, lounge, social area | • ASAP<br>• Now<br>• Fall 2018 | • Students feeling at home, welcomed<br>• Survey students<br>• 85% students completing |

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| | campus<br>• More student activities (Ramtivities)<br>• Everyone participate in orientation<br>• All employees check on students on attendance<br>• Helping with student needs | • Creating events for faculty/staff & students<br>• Selecting responsible students to help with new students<br>• Attendance, read student bulletin | | semester<br>• Seeing students succeed |
| **Area** | **Goal** | **Action** | **Timeline** | **Milestones** |
| Priority #7<br>What is the Priority?<br><br>Marketing/ Advertising "Cool Factor" | What do we want to achieve?<br><br>• Visibility in H.S. & community<br>• Filters/Apps<br>• Alumni Associations<br>• LBHC Radio Station<br>• Share schedule & information<br>• Updating handouts & flyers<br>• Update LBHC website & directory | How and what type of action is needed? And, who should participate?<br><br>• Billboards, t-shirts, stickers, booths, events, folders<br>• Alumni posters highlighting achievements & origin story<br>• Alumni assist in fundraising & recruiting<br>• Fundraising & grant writing for radio station ( have program in Crow)<br>• Alumni (membership fee – turn into scholarship)<br>• Send out schedules to box holders & share newsletter<br>• All employees & BOT have business cards | When?<br><br>• Start fall 2018<br>• Now<br>• Radio Fundraising 2019<br>• Live 2020-21 | What is required to see accomplishments?<br><br>• Alumni Association could provide opportunities & provide technical assistant for students<br>• Establishing ratio station |
| | • Increase enrollment/retention<br>• Community awareness | • Continue Camp Crier<br>• Community awareness/District meetings<br>• Advertise-on-line newspaper, radio, theater<br>• Facebook page<br>• Poster/calendar/high quality brochures | • Now<br>• continuing | • making LBHC 1st Choice<br>• Showcasing LBHC<br>• Telling success stories |

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| | | • Staff wearing ID's daily<br>• Have free stuff for students (pens, bumper stickers, Frisbee)<br>• More LBHC "cool" apparel<br>• LBHC should have LBHC logos on vehicles<br>• Update TCJ AD | | |
| | • Attract more students<br>• Be more visible | • Instill cultural beliefs<br>• Billboard, flyers, brochures, pins, bumper stickers<br>• Develop advisory board/committee<br>• Social media – positive ads/using alumni success<br>• Radio stations | • Fall 2018 | • Increase enrollment<br>• Recruit/retain & graduate<br>• Professional development<br>• Ads brochures |