Graduation Initiative
Monthly Reporting Form

Date: February 26, 2010
Campus: Humboldt State University
Team Leader: Robert A. Snyder, Provost

1. **What did your team commit to completing during this month (What did you promise)?**

The main focus of our efforts this month was to vet our document with campus constituencies.

2. **What did you do and how will it help?**

The Graduation Rate Improvement Draft Report was distributed by email to the campus and posted on a web site expressly for this initiative. In addition a member of the initial delivery team attended meetings of the department chairs, Academic Senate and Associated Student Council of Representatives to explain the report, answer questions, and take feedback. A deadline for feedback of February 15\textsuperscript{th} was established. This information was compiled and brought back to the delivery team for evaluation and was used in revising the final plan. The Provost identified a Retention Coordinator for the campus.

The attention to vetting the plan helped make the campus aware of the initiative, that it is a high priority for the university, and solicited constructive feedback and buy-in.

The end of the month delivery team meeting identified a final roster of people responsible for steering the effort, confirmed that the offices and individuals being assigned tasks, deadlines and responsibilities were the appropriate choices, and confirming that the timelines established were achievable.

3. **What will you accomplish next month?**

1. Put the mechanisms in place to enforce our mandatory advising policy using People Soft system.
2. Draft policy changes and present them to the Academic Senate.
3. Begin comparisons of “early warning system” software and begin the process of purchase and implementation.
4. Monitor the progress of each work group and receive an activity report for inclusion in the March monthly report.