# Last Five Miles: Coaching Students to Degree Completion

Reach out to School of Business Administration students who were close to graduation (reaching back to 1995) but never applied, to help them complete degrees.

## ACHIEVEMENTS THIS PERIOD

(6.2.14-10.19.14)

- Completed project!
- Assisted the last batch of students by waiving courses, supporting petitions and mapping out degree plans for remaining requirements.
- Completed end-of-project report, including the numbers of students who re-enrolled and/or graduated, and summary of project artifacts.
- Project achieved the following outcomes:
  - Eight students graduated as a direct result of the efforts of the Last Five Miles program.
  - The Degree Completion Specialist made contact with a total of 26 students.
  - Total Tuition generated from Last Five Miles Project, Winter 2014-Fall 2014, was $13,146.
  - Tracked response rates from SBA outreach (phone calls, email, social media, etc.).
  - Tracked the number of students who re-enrolled in courses Winter & Spring 2014 Terms as a result of this project.
  - Tracked the number of students who graduated by Fall term 2014 as a result of this project.

## GOALS FOR NEXT PERIOD

(10.20.14-11.30.14)

- Not applicable.

## OPEN ISSUES

- Not applicable.

## KEY DECISIONS

- None

## PROGRESS

LEAD: Becky Sanchez, Director, Undergraduate Programs Office, School of Business Administration
PROJECT MANAGER: Hans VanDerSchaaf
COLLABORATORS: School of Business Administration and Degree Requirements

www.pdx.edu/oai/provosts-challenge
PROJECT STATUS: On Schedule

June 2014

#73 Last Five Miles: Coaching Students to Degree Completion

Reach out to School of Business Administration students who were close to graduation (reaching back to 1995) but never applied, to help them complete degrees.

ACHIEVEMENTS THIS PERIOD (4.28.14-6.1.14)

- Reached out to the last batch of students on the list with a mailing campaign.
- Began preparation of report of Degree Completion Specialist’s accomplishments as position begins to come to a close.

GOALS FOR NEXT PERIOD (6.2.14-10.19.14)

- Assist the last batch of students by waiving courses, supporting petitions and mapping out degree plans for remaining requirements.
- Complete end-of-project report, including the numbers of students who re-enrolled and/or graduated.
- Complete project.

KEY DECISIONS

- None.

OPEN ISSUES

- None.

LEAD: Becky Sanchez, Director, Undergraduate Programs Office, School of Business Administration

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: School of Business Administration and Degree Requirements

PROGRESS

www.pdx.edu/oai/provosts-challenge
PROJECT STATUS: On Schedule

April 2014

#73 Last Five Miles: Coaching Students to Degree Completion

Reach out to School of Business Administration students who were close to graduation (reaching back to 1995) but never applied, to help them complete degrees.

ACHIEVEMENTS THIS PERIOD
(3.10.14-4.27.14)

• Moved 3 students from current re-enrollment closer to graduation in Spring 2014.
• Created and finalized Project Plan (detailed work plan/timeline).
• Created and finalized Project Management Plan (brief document covering project scope, roles, and change management process).

GOALS FOR NEXT PERIOD
(4.28.14-6.1.14)

• Reach out to the last batch of students on the list.
• Begin preparation of report of Degree Completion Specialist’s accomplishments as position begins to come to a close.

KEY DECISIONS

• Completed change request to adjust one of the project outcomes to more accurately reflect project - approved change is that project will now track response rates from SBA outreach (phone calls, emails, social media, etc), rather than use web analytics.

OPEN ISSUES

• None.

PROGRESS

LEAD: Becky Sanchez, Director, Undergraduate Programs Office, School of Business Administration
PROJECT MANAGER: Hans VanDerSchaaf
COLLABORATORS: School of Business Administration and Degree Requirements

www.pdx.edu/oai/provosts-challenge
#73 Last Five Miles: Coaching Students to Degree Completion

Reach out to School of Business Administration students who were close to graduation (reaching back to 1995) but never applied, to help them complete degrees.

## Achievements This Period

(2.3.14-3.9.14)

- Received Skiptrace data (Skiptrace is a way of checking for a person’s current mailing address) for mailing addresses of 9 students that are eligible for graduation or have minimal/non-course requirements preventing them from graduation. These students were sent mailers.
- At this point, Project Team member is in semi-regular contact with 6 students who have expressed the desire for completion but are unable to enroll in courses or move forward for various reasons, including but not limited to, money and time.
- At the end of Spring term, 5 students will have graduated due to this project.
- Currently, Last Five Miles students are registered for 20 SCH.

## Goals for Next Period

(3.10.14-4.27.14)

- Move 3 students from Skiptrace/current re-enrollment towards graduation in Spring 2014.
- Connect with at least five more students.
- Create and finalize Project Plan (detailed work plan/time-line).
- Create and finalize Project Management Plan (brief document covering project scope, roles, and change management process).

## Key Decisions

- None.

## Open Issues

- None.

## Progress

LEAD: Becky Sanchez, Director, Undergraduate Programs Office, School of Business Administration

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: School of Business Administration and Degree Requirements

www.pdx.edu/oai/provosts-challenge
PROVOST’S CHALLENGE
PROJECT STATUS: On Schedule
February 2014

#73 Last Five Miles: Coaching Students to Degree Completion
Reach out to School of Business Administration students who were close to graduation (reaching back to 1995) but never applied, to help them complete degrees.

ACHIEVEMENTS THIS PERIOD (12.15.13-2.4.14)

- Graduated two students.
- Ensured enrollment towards graduation for three students.
- One student has petitioned to use the 1997 catalog year in order to graduate. If that petition is approved, he will be eligible for graduation.
- A new set of students was added to the current list from the Undergraduate Programs Office file purging process - outreach to these students has begun.

GOALS FOR NEXT PERIOD (2.3.14-3.9.14)

- Ensure progress towards graduation for as many students as possible.
- Connect with and graduate two students.
- Register five students in courses toward graduation.
- Create and finalize Project Plan (detailed work plan/time-line).
- Create and finalize Project Management Plan (brief document covering project scope, roles, and change management process).

OPEN ISSUES

- There is a group of students that is ready to graduate that have been unreachable through their Banner contact information or social media/internet means. Amanda Nguyen in the Student Accounts Office has been contacted about the possibility of using Skip-Trace to find these students.

KEY DECISIONS

- None.

LEAD: Becky Sanchez, Director, Undergraduate Programs Office, School of Business Administration
PROJECT MANAGER: Hans VanDerSchaaf
COLLABORATORS: School of Business Administration and Degree Requirements

www.pdx.edu/oai/provosts-challenge
#73 Last Five Miles: Coaching Students to Degree Completion

Reach out to School of Business Administration students who were close to graduation (reaching back to 1995) but never applied, to help them complete degrees.

ACHIEVEMENTS THIS PERIOD (11.15.13-12.15.13)

- Reached out to over 220 students via e-mail, snail mail, Facebook and LinkedIn.
- One Student graduated.
- One student enrolled for Winter 2014, and will be eligible to graduate as early as Spring 2014.
- One student planning to enroll for Winter 2014.
- One student planning to take CLEP to resolve Foreign Language Admissions Deficiency.
- One student responded that he graduated from another university.
- Three students connected with via Facebook.
- One student connected with via LinkedIn.

GOALS FOR NEXT PERIOD (12.15.13-2.2.14)

- Insure progress towards graduation for as many students as possible.
- Graduate two students.
- Register 10 students in classes towards graduation.
- Create and finalize Project Plan (detailed work plan/timeline).
- Create and finalize Project Management Plan (brief document covering project scope, roles, and change management process).

KEY DECISIONS THIS PERIOD (11.15.13-12.15.13)

- None.

OPEN ISSUES

- None.

LEAD: Becky Sanchez, Director, Undergraduate Programs Office, School of Business Administration

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: School of Business Administration and Degree Requirements
Reach out to School of Business Administration students who were close to graduation (reaching back to 1995) but never applied, to help them complete degrees.

**Project Status:** On Schedule

<table>
<thead>
<tr>
<th>Achievements this period (5.2013-11.15.13)</th>
<th>Goals for next period (11.16.13-12.15.13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Temporary staff person was hired and has been working to conduct outreach.</td>
<td>• Continue reaching out to students by using social media and when necessary, traditional methods.</td>
</tr>
<tr>
<td>• Attempts have been made to contact 110 students so far through email and social media, and requests have been submitted to learn about 120 students’ prior coursework at PSU (their information is not in DARS).</td>
<td>• Develop graduation plans for students who have responded to inquiries.</td>
</tr>
<tr>
<td>• One student has already graduated. By completing his degree, he is now eligible for a promotion at work.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Key decisions this period (5.2013-11.15.13)</th>
<th>Open issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>• None at this time.</td>
<td>• None at this time.</td>
</tr>
</tbody>
</table>

**Lead:** Becky Sanchez, Director, Undergraduate Programs Office, School of Business Administration

**Project Manager:** Hans VanDerSchaaf

**Collaborators:** School of Business Administration and Degree Requirements