

Appendix A
Implementation Strategy and Timetable

Ongoing for the Project

- Continual monitoring, strong activity management, and effective communications
- Continual evaluation, stressing formative feedback for improvement and assessment of new practices to increase persistence and retention of full-time freshmen and transfer students

Task & Outcome	Person(s) Responsible	Methods Employed	Tangible Results	Timeline
2016-17				
1. Establish a Graduation Initiative 2025 Committee	Provost and Vice President of Student Affairs (in consultation with Cabinet)	Review WASC and Strategic Planning committees to see who may be the best fit and to avoid duplication of effort	Finalize plan and list measurable objectives. Seat and charge committees and subcommittees	September 2016
2. Review full plan, craft a cost analysis and financial model for the plan's initiatives	Vice President of Administration and Finance, Provost and Vice President of Student Affairs (in consultation with Cabinet)	Utilize fiscal modeling, multi-year financial strategies, and benchmarking on track tenure density metrics, enrollment targets, and additional courses	Provides a detailed plan for success. Students gain more opportunities for learning, support, growth and timely degree completion.	October 2016
3. Pull FTF persistence and retention rates by year, ethnicity, gender, first generation, Pell	Institutional Effectiveness and Assessment, 2025 GI Committee	Formal/informal methods, both quantitative and qualitative design utilized, annual evaluation data	Monitor progress toward objectives, evaluation and planning for future activities, report to Cabinet	November 2016
4. Pull Transfer persistence and retention rates by year, ethnicity, gender, first generation, Pell	Institutional Effectiveness and Assessment, 2025 GI Committee	Formal/informal methods, both quantitative and qualitative design utilized, annual evaluation data	Monitoring by all stakeholders of progress toward objective, semester reporting	November 2016
5. Finalize Evaluation	Institutional Effectiveness	Identify members of the	Research design and	November

design, methodology, communicate baseline & targets to GI 2025 Committee	and Assessment, 2025 GI Committee	evaluation team, select/retain External Evaluator, finalize design	database protocols are in place	2016
6. Hire all Finish in Four and Through in Two Advisors and Graduation Specialist	Academic Affairs and Student Affairs AVPs	Launch national search and engage members of the 2025 GI Committee	Begin intrusive advising and connecting with the seniors slated to graduate in Spring and Summer 2017. Make them aware of incentives	November 2016
7. Improve the functionality of Smart Planner	IT, Academic Affairs and Student Affairs AVPs	Work with IT on specifics and a plan for implementation	Use system to predict seat capacity based on actual future demand, increase courses in schedule	December 2016
8. Formalize all service area Promise Agreements and establish workgroups	Vice President of Student Affairs, Provost, and Director of Educational Partnerships	Set up working meetings with South Bay Promise officials, Compton, Lynwood and El Camino Promise administrators, and South LA Up Promise leads	Monitoring by all stakeholders on progress toward objective, finalize promise agreements	March 2017
9. Establish 2025 Data Fellows Program	Vice President of Student Affairs, Provost	Identify members of the evaluation team, select/retain External Evaluator, finalize design	Finalize plans for the program and list measurable objectives. Seat and charge Fellows	May 2017
10. Assess 2016-17 goals, timeline and deliverables. Craft 2017-18 timeline	Provost and Vice President of Student Affairs (in consultation with Cabinet), Graduation Initiative 2025 Committee	Set up a series of meetings to review full plan	Finalize 2017-18 plan and list measurable objectives.	May 2017