

Momentum Year Sustainability Plan

Instructions:

This template is designed to help your institution develop a sustainability plan for the Momentum Year, with the goal of the plan to have in place concrete activities that will establish the Momentum Year as a durable and resilient aspect of your institution. This template should be a starting point for further discussion on your campus. We ask that you complete this form at the Summit as a guide for your work, and then **submit a final version as a Word file to ccg@usg.edu by Wednesday, February 26.**

Please indicate your institutional Momentum Year Point(s) of Contact:

Name	email
Dr. Christopher Blake Dr. Deepa Arora	Christopher.blake@mga.edu Deepa.arora@mga.edu

Areas of focus (15 minutes)

1. Which areas of the Momentum Year will you focus on in 2020 in order to bring the work to maturity on your campus? **(Highlight your selections)**
 - ☐ Making a Purposeful Program Choice
 - ☒ Creating a Productive Academic Mindset
 - ☐ Attempting a Fuller Schedule of a Clear Pathway
 - ☒ Attempting 9 hours in an Academic Focus Area
 - ☐ Complete Initial English and Math

Challenge identification (30 Minutes)

2. For the areas indicated above, what challenges do you need to address to ensure that all students experience a Momentum Year at your institution?

- A streamlined, consistent and in-depth way to introduce students to the institution and college success that extends beyond orientation (first year seminar)
- IDS Students who are truly undecided need to be guided to a focused pathway

- Coordination between advising and career services to help students make program choices connected to career choices
- Ensure smooth transition of students between professional and faculty advisors; need faculty and advisor training
- Faculty and Staff buy-in into elements of Momentum Year
- Resources to implement Momentum Year projects
- Challenge identifying 9 hours that can be completed within the first 30 in all majors
- Ensure early coordinated communication related to resources, academics and enrollment
- Improve engagement across the university including enrollment, academic affairs and student life.

Plan for change (60 minutes)

3. For each area and challenge above, please indicate what key activities you will undertake in 2020:

Activity	Process/Steps	Person Responsible	Completion Date
9 hours grid	Dr. Arora to circulate and deans verify. Get to advisor.	Dr. Arora	
Complete faculty and staff Mindset training	Circulate and follow up on Mindset Training	Deans/ Chairs Dr. Brannon Mrs. Stenander	
School-Level Mindset Development across 4 years	Deans complete school-level plans submit to Dr. Arora and implement	Deans and Dr. Arora	
Create Student Checkpoints and a multi-channel communication plan to students who don't hit the checkpoints	Identify simple checkpoint list and share data with deans and advisors - Early Alert?	IR/EM/ and Deans	

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Global Momentum Year Support

Thinking broadly across your institution and your established and emerging Momentum Year work, please provide details for the following: (60 minutes)

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Policy Barriers

Please indicate your plan for reviewing *all* institutional policies and procedures to determine if they pose barriers to students achieving Momentum and completing their degree. Describe your process for reforming policies to remove barriers.

Activity	Process/Steps	Person Responsible	Completion Date
Revamp student and faculty/staff onboarding to reflect institutional values	Build language for a coherent values-based culture and identify processes to build it into onboarding	Dr. Corey Guyton (Czar) Ms. Tori Combs Ms. Mallory Miller Dr. Debra Matthews Dr. Michael Gibbons Dr. Deepa Arora (Czar) Dr. Neil Rigole Ms. Vicky Smith Ms. Sandy Little-Herring Ms. Cheryl Carty Mr. Jason Williams Mr. Brian Harrell Ms. Ana Evans	
Timeline to apply for graduation	Identify and modify communications and policy	Ms. Jenn Stenander Dr. David Biek Ms. Dian Mitchell	
Review probation and suspension policies	Assure we are as lenient as possible and still be compliant with regard to federal regulations (SAP)	Dr. Mary Wearn (and others) Ms. Lee Ann Kirkland Ms. Dian Mitchell	
Graduation honors policy review (credit hours required to earn or graduate)	Review and align policies	Dr. Mary Wearn Ms. Dian Mitchell	
Secure foundation funding for students in their last semester leading to graduation that have exhausted all other financial options	Review current practice and formalize procedure	Lee Ann Kirkland Ken Fincher Julie Davis	

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Review program admissions policies leading to the acceptance into professional degree programs/bacc impacts financial aid		Deans Lee Ann Kirkland	
Review the class attendance policy (5.04.05 Attendance policy) to ensure clarity on administrator (instructor initiated) withdrawals	No show review	Lora Foskey Jed Deepa Debra	
Review withdrawal limit policy that was implement spring 2016	Review to possible Remove	Dian Deepa Debra	
restrict students from total withdrawal	Assist with retention	Dian Mitchell Debra Mathews Beverly Bergeman (OTR)	
Collaboration with advisement and SAP Plans.	FAO identifies students at the end of term, who are not meeting SAP but have successfully submitted an appeal and need SAP plan for aid. Share plan with academic advisement so they are on board with what the student needs to do.	Lee Ann Kirkland and Dr. Arora	End of summer 2020.
FATV	Bring the FATV resource to students for ease of learning about aid programs,etc.	Lee Ann Kirkland	done

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Communication planning

What is your communication strategy to ensure that students, parents, faculty and staff understand the Momentum strategy and are updated on Momentum progress over time

Activity	Process/Steps	Person responsible	Completion date
Responsive to “lifecycle” of the student (e.g., open House, orientation, freshmen convocation, midterm check-in, etc.)	Jenn Stenander and Jennifer Brannon (lead)	Laura Terrell Margo Woodham Mallory Miller Lee Ann Kirkland Cheryl Carty Mary Roberts Michael Stewart Brian Harrell Corey Guyton Sandy Little-Herring	
Academic Navigator - Create/ reinforce mandatory online orientation for all students to ensure information about the importance of using MGA student e-mail account for business communication purposes, deadlines, library resources, accessibility resources, financial aid, parking, etc.)	Dr. Arora (lead) Ms. Stenander (also lead)	Tori Combs Mallory Miller Estella Dennard Michael Stewart Mary Roberts	
Develop a messaging calendar to ensure synchronization of enrollment and retention communications across the university		Cheryl	
Improve communications by pushing students to the			

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mga email address and disabling D2L email			
Offer Letter (KMBL)	Implement Offer letter to better serve student's needs and encourage KNOW MORE.BORROW LESS.	Lee Ann Kirkland	End of March 2020 Tentatively per USG.

Faculty and Staff Outreach and Support

What are your plans for engaging faculty and staff in understanding, supporting, and implementing the Momentum Year?

Activity	Process/Steps	Person responsible	Completion date
Complete and Implement School-level faculty handbooks	Finalize Handbooks; Share with faculty at School-level	Deans	
Syllabi Review with a focus on Academic Mindset	School-wide review of syllabi	Debra Matthews David Biek	
Academic Mindset School-level plan execution - Submit to Deepa	After MGA culture is decided, schools create culture committees	Deans	
Confirm D2L Academic Mindset training of faculty and staff	Chairs check-in with faculty; send reminders; compile completion report	Chairs, Deans, Deepa Jennifer Brannon	

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Academic Mindset Awareness Campaign -University Wide	Article series /InsideMGA Competitions - poster/writing (faculty and students) Flyers	All campus Stakeholders	
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