Project Charter
Version 1.0

<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Complete College - Boise State</th>
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<tbody>
<tr>
<td>Sponsor:</td>
<td>Dr. Lisa Harris</td>
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<tr>
<td>Project Leader:</td>
<td>Lynn Humphrey and Mark Wheeler</td>
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Project Description
This section should provide a high-level summary of what the project is attempting to achieve and why. Please answer each of the following questions as clearly and concisely as you can.

- **What is the Challenge?**
  
  o There is a significant mismatch between the number of Idahoans with a college degree and the needs of employers for college educated workers. Studies have indicated that upward of 60% of Idaho jobs will require some postsecondary credential including specialized coursework or training. Currently only 35% of Idahoans have a postsecondary certificate or higher.

  o Too many students leave Boise State without ever completing a certificate or degree. For example, less than a third of first-time, full-time students who start at Boise State complete their bachelor’s degree within six years.

  o The scope of activities that play into recruitment, retention and graduation is vast. There are dozens of efforts already under way at the University to improve recruitment, retention and timely graduation. Deciding which activities should be the focus of Complete College - Boise State requires first understanding what is already being done and its impact.

- **What is the observable change that will occur as a result of this project?**
  
  o Measurable increases in 1) the number of first-generation Idaho students attending Boise State, 2) retention and graduation rates of Boise State students overall, and 3) the number of degrees and certificates awarded annually.

  o Boise State will realize both fiscal and academic benefits since improved retention of students is more cost effective than recruiting new students and it bolters our academic reputation.

  o Idaho and the Treasure Valley will realize economic benefits in having a more educated workforce.

- **What activities will the project involve?**

  o Inventory activities currently being implemented to improve recruitment, retention and graduation at Boise State University.

  o Identify gaps that need to be addressed.

  o Develop recommendations that will lead to the greatest gains. Examples of possible recommendations are:
    
    - more actively recruiting first-generation college students in Idaho;
    - developing a robust e-Advising platform;
    - remediation reform;
    - creation of a Credit for Prior Learning (CPL) Center;
    - expanding access by offering more degrees online and improving campus-based students
options by offering more courses online.

- providing returning adults with pathways to degrees by offering degree-completion programs that are available in the evenings, weekends, and online.
- developing a more holistic process around students withdrawing from the university.
  - Recommend sustainable systems and/or processes to monitor and assess Boise State University’s progress.

- Who will need to be involved? <What perspectives should be included in the project team? What subject matter experts will likely need to be consulted?>
  - Internal: The project team includes representation from the Divisions of Academic Affairs and Student Affairs offices, financial aid, developmental education, college transition and underrepresented groups. Other resources and campus departments will be consulted as appropriate to provide data and specific expertise, (i.e., Career Center for collegiate employment surveys, institutional research information on course availability, completion rates, etc.)
  - External: Including but not limited to the State Board of Education and staff, middle and secondary school personnel, the Treasure Valley Educational Partnership, etc.

- How Will We Know the Project is Over? <Will a report be submitted? Will a decision be made? Will a new structure or process be created? Will there be a “hand-off” to another group?>
  - The project will culminate in the submission of a detail plan of CCI activities currently underway, gaps to be addressed, and recommendations for action.
  - The goal is to create sustainable processes and systems to ensure continual progress towards the 60% goals established for the year 2020.

- How will we know if the project has been successful? <What measures can be used to determine success of our project? If applicable, what targets do we hope our project will achieve?>
  - As the University approaches 2020 this project should consistently improve the following metrics: participation rate of first-generation college students; first-year retention rates; graduation rates; and the number of certificates and degrees awarded.

### Project Scope

<Provide an initial definition of the boundaries of the project so that it is clear to all involved what key elements will be included in the project and what elements will not be included, and therefore where we will and we will not spend our time and energy. Use the table (as applicable and as helpful) to address specific categories of scope.>

**Broad description of what is and what is not in the scope of the project:**

<table>
<thead>
<tr>
<th>In Scope</th>
<th>Out of Scope</th>
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<tbody>
<tr>
<td>Activities that enhance recruitment of first-generation Idaho residents</td>
<td>Recruitment of non-resident students (at least as a population targeted by this project)</td>
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<tr>
<td>Activities that increase retention and graduation of all Boise State students</td>
<td>Alignment of academic programs to identified Idaho workforce needs</td>
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<tr>
<td>Achieving the State Board’s target for number of certificates and degrees awarded by BSU</td>
<td>Influencing which state students choose to live in after graduating from Boise State</td>
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### Key Documents to be Created (to provide a record of our activities)

**Standard Documents**<important to produce for every project>
- Project Charter
- Project Work Plan

**Additional Documents** <List any documents that you expect produce that are specific to the project you are working on>
- Inventory of Boise State University activities aimed at improving recruitment of first-generation college students as well as retention and graduation of all students.
- Complete College – Boise State action plan that will guide Boise State University’s efforts going forward

### Estimated Project Start Date: September 28, 2012

### Estimated Project resources necessary
<Based on your work plan, what is your high-level estimate for resources necessary for FY13? What ongoing costs do you anticipate in FY14 and beyond to sustain the outcomes of the project? >

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<thead>
<tr>
<th></th>
<th>Non-personnel $$</th>
<th>New FTE and cost</th>
<th>Existing FTE</th>
<th>Backfill $$ for existing FTE</th>
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<tbody>
<tr>
<td><strong>FY13:</strong></td>
<td></td>
<td>Coordination and research support .25 FTE @ $16.29/hr for approx. 33 weeks. Estimated costs $5,375</td>
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<tr>
<td><strong>Ongoing Costs</strong></td>
<td></td>
<td>Admissions Counselor Sal &amp; Ben $51,280</td>
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<td><strong>(FY14 and beyond):</strong></td>
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**Potential Project Funding Source(s):** University Central Funds

**Will non-team personnel be required?** Yes
**If Yes, what resources will be required and for what purpose?**

### Approved To Proceed

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<tr>
<th>Date</th>
<th>Method (verbal, email, other)</th>
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Revised 9/05/12