

DCCCD Retention Best Practice Submission Form

Across the district there are many successful practices that contribute to the retention of students. As the district begins to develop a greater emphasis on its retention strategy, all locations are asked to identify and submit information about successful retention programs and activities. Please complete the following information on selected practices.

College/Location: **Brookhaven**

The Retention Best Practice is primarily supported by what college/location area:

Instruction X Student Services Administrative

Combination of areas: (Please list)

Contact Person: (Include contact information)

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Retention Best Practice Title:

Fall/Spring Planning Week

Retention Best Practice Area of Focus:

Math STEM X Honors College Other

Retention Best Practice Executive Summary:

Each semester, we select a week toward the end of the semester to work with students to plan for the following semester. During that week, in each of our classes we discuss with students the course(s) that follow the current course, look at the students' degree plans and transcripts to determine what courses they need to complete a certificate or degree, bring forms to enroll students in a degree or certificate plan, and forms to apply for graduation. We assist the students in filling out the forms as needed and registering for the next semester in the fall (in spring, fall registration is not yet available.)

Please describe the evaluation measures utilized to support this initiative as a best practice.

Enrollment numbers and graduation / certificate completion rates.

Provide a summary of the results, including data (such as trend lines over time) to show how it impacted retention and is a best practice.

We have only done this for 2 semesters so far, but we have noticed an increase in the number of students who take the second or third course in a series and we have more students enrolled in our certificate and degree plans.

What would be needed to replicate the practice at other DCCCD colleges? **Faculty commitment**

Cost to implement this practice (financial and human): **no \$, faculty spend about 15-20 hours each advising students during that week.**

Please submit this form to Dr. Sharon L. Blackman, DCCCD Educational Affairs by October 24, 2008