

March 19-21, 2006 \* Tucson, AZ



JW Marriott Starr Pass Resort & Spa



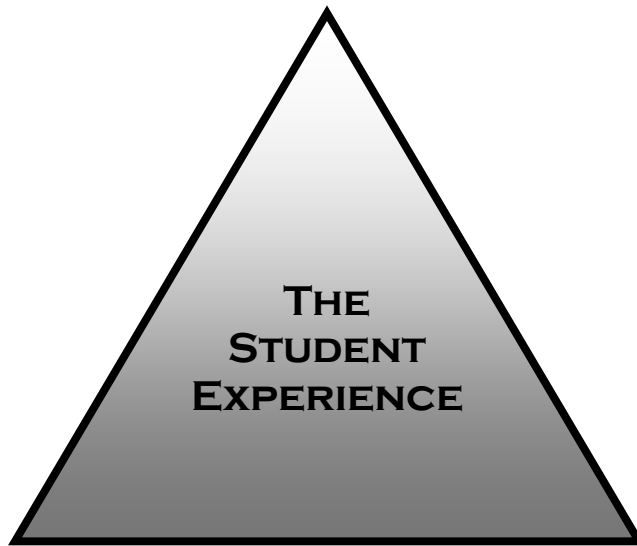
## CONFERENCE WORKSHEETS

Worksheet I	Pre-Conference Questionnaire
Worksheet II	The Geometric Model of Student Retention
Worksheet III	Scope of the Problem
Worksheet IV	The Campus Audit
Worksheet V	What Works?
Worksheet VI	Goal Setting
Worksheet VII	Operationalizing the Goals
Worksheet VIII	Key Stakeholders
Worksheet IX	Challenges to Change
Worksheet X	From Workshop to Reality: Moving Forward

**Worksheet II**

**The Geometric Model of Student Retention**

On this page, please use the diagram below and the text lines to describe yourself when you were an undergraduate student. On the left side of the triangle, list the specific cognitive “issues” with a + or – sign. Do the same thing on the right side for social issues. Then list the specific areas, strategies, or practices on the bottom that the institution needed to provide in order to help you “persist” in college.



What are the positive experiences you remember about going to college? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the negative experiences you remember about going to college? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**Worksheet IV**

**The Campus Audit**

During the presentation, use this worksheet to take notes.

1. What should we look for on campus? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How do we measure success? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What data are important to collect? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What do we do with all this information? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. How do we work toward a meaningful campus-wide plan for retention? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Institution: \_\_\_\_\_ Date: \_\_\_\_\_

What information do you need to know about your campus and about retention on campus? Whose responsibility will it be to get that information? How will you collect that data?

Information Item 1: _____ _____ _____ Responsibility: _____ _____ How? _____ _____
--

Information Item 2: _____ _____ _____ Responsibility: _____ _____ How? _____ _____
--

Information Item 3: _____ _____ _____ Responsibility: _____ _____ How? _____ _____
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**Information Item 5:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Responsibility:** \_\_\_\_\_  
\_\_\_\_\_  
**How?** \_\_\_\_\_  
\_\_\_\_\_

**Information Item 6:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Responsibility:** \_\_\_\_\_  
\_\_\_\_\_  
**How?** \_\_\_\_\_  
\_\_\_\_\_

**Information Item 7:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Responsibility:** \_\_\_\_\_  
\_\_\_\_\_  
**How?** \_\_\_\_\_  
\_\_\_\_\_

**Information Item 8:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Responsibility:** \_\_\_\_\_  
\_\_\_\_\_  
**How?** \_\_\_\_\_  
\_\_\_\_\_

**Worksheet V**

**What Works?**

What practices/strategies/programs are currently in use on your campus to help reduce the number of dropouts/departures. Is there any knowledge/information about how successful these programs are? Can you rate the program (1-10, with 10 representing a greatly successful program, and 1 a program that isn't working)?

PRACTICE/STRATEGY 1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Evidence of Success: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Rate the Program: Low 1 2 3 4 5 6 7 8 9 10 High

PRACTICE/STRATEGY 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Evidence of Success: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Rate the Program: Low 1 2 3 4 5 6 7 8 9 10 High

PRACTICE/STRATEGY 3: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Evidence of Success: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Rate the Program: Low 1 2 3 4 5 6 7 8 9 10 High

PRACTICE/STRATEGY 4: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Evidence of Success: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Rate the Program: Low 1 2 3 4 5 6 7 8 9 10 High

PRACTICE/STRATEGY 5: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Evidence of Success: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Rate the Program: Low 1 2 3 4 5 6 7 8 9 10 High

PRACTICE/STRATEGY 6: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Evidence of Success: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Rate the Program: Low 1 2 3 4 5 6 7 8 9 10 High

**Worksheet VI**

**Goal Setting**

Please outline the goals of your retention strategy:

GOAL ONE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GOAL TWO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GOAL THREE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GOAL FOUR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GOAL FIVE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Worksheet VII**

**Operationalizing the Goals**

Goals are great. But how do you achieve them? Please use this sheet to think about the goals and the strategies behind the goals.

GOAL ONE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT CAN YOU DO TO ACHIEVE THIS GOAL? WHAT ARE THE ACTIVITIES/STRATEGIES? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHO NEEDS TO BE INVOLVED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOES POLICY HAVE TO BE CHANGED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOW WILL IT BE FUNDED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HOW DO YOU KNOW IF IT IS EFFECTIVE? WHAT WILL YOUR MEASURES BE? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Worksheet VII**

**Operationalizing the Goals**

Goals are great. But how do you achieve them? Please use this sheet to think about the goals and the strategies behind the goals.

GOAL TWO: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT CAN YOU DO TO ACHIEVE THIS GOAL? WHAT ARE THE ACTIVITIES/STRATEGIES? \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHO NEEDS TO BE INVOLVED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOES POLICY HAVE TO BE CHANGED? \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_

HOW WILL IT BE FUNDED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HOW DO YOU KNOW IF IT IS EFFECTIVE? WHAT WILL YOUR MEASURES BE? \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_



**Worksheet VII**

**Operationalizing the Goals**

Goals are great. But how do you achieve them? Please use this sheet to think about the goals and the strategies behind the goals.

GOAL THREE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT CAN YOU DO TO ACHIEVE THIS GOAL? WHAT ARE THE ACTIVITIES/STRATEGIES? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

WHO NEEDS TO BE INVOLVED? \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

DOES POLICY HAVE TO BE CHANGED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOW WILL IT BE FUNDED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HOW DO YOU KNOW IF IT IS EFFECTIVE? WHAT WILL YOUR MEASURES BE? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Worksheet VII**

**Operationalizing the Goals**

Goals are great. But how do you achieve them? Please use this sheet to think about the goals and the strategies behind the goals.

GOAL FOUR: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT CAN YOU DO TO ACHIEVE THIS GOAL? WHAT ARE THE ACTIVITIES/STRATEGIES? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHO NEEDS TO BE INVOLVED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOES POLICY HAVE TO BE CHANGED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOW WILL IT BE FUNDED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HOW DO YOU KNOW IF IT IS EFFECTIVE? WHAT WILL YOUR MEASURES BE? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Worksheet VII**

**Operationalizing the Goals**

Goals are great. But how do you achieve them? Please use this sheet to think about the goals and the strategies behind the goals.

GOAL FIVE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT CAN YOU DO TO ACHIEVE THIS GOAL? WHAT ARE THE ACTIVITIES/STRATEGIES? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHO NEEDS TO BE INVOLVED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOES POLICY HAVE TO BE CHANGED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOW WILL IT BE FUNDED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HOW DO YOU KNOW IF IT IS EFFECTIVE? WHAT WILL YOUR MEASURES BE? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Worksheet VIII**

**Key Stakeholders**

Who are the key people on your campus that need to be involved in this effort? How do you get (and keep!) them involved?

STAKEHOLDER ONE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
HOW DO YOU INVOLVED THEM? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
HOW DO YOU KEEP THEM? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STAKEHOLDER TWO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
HOW DO YOU INVOLVED THEM? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
HOW DO YOU KEEP THEM? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STAKEHOLDER THREE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
HOW DO YOU INVOLVED THEM? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
HOW DO YOU KEEP THEM? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STAKEHOLDER FOUR: \_\_\_\_\_

\_\_\_\_\_

HOW DO YOU INVOLVED THEM? \_\_\_\_\_

\_\_\_\_\_

HOW DO YOU KEEP THEM? \_\_\_\_\_

\_\_\_\_\_

STAKEHOLDER FIVE: \_\_\_\_\_

\_\_\_\_\_

HOW DO YOU INVOLVED THEM? \_\_\_\_\_

\_\_\_\_\_

HOW DO YOU KEEP THEM? \_\_\_\_\_

\_\_\_\_\_

STAKEHOLDER SIX: \_\_\_\_\_

\_\_\_\_\_

HOW DO YOU INVOLVED THEM? \_\_\_\_\_

\_\_\_\_\_

HOW DO YOU KEEP THEM? \_\_\_\_\_

\_\_\_\_\_

**Worksheet IX**

**Challenges to Change**

What are the greatest challenges or barriers to change on your campus? How do you expect to overcome these challenges? Who needs to be involved?

CHALLENGE ONE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Solution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Key Stakeholders: \_\_\_\_\_  
\_\_\_\_\_

CHALLENGE TWO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Solution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Key Stakeholders: \_\_\_\_\_  
\_\_\_\_\_

CHALLENGE THREE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Solution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Key Stakeholders: \_\_\_\_\_  
\_\_\_\_\_

**CHALLENGE FOUR:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Solution:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Key Stakeholders:** \_\_\_\_\_  
\_\_\_\_\_

**CHALLENGE FIVE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Solution:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Key Stakeholders:** \_\_\_\_\_  
\_\_\_\_\_

**CHALLENGE SIX:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Solution:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Key Stakeholders:** \_\_\_\_\_  
\_\_\_\_\_



Name: \_\_\_\_\_ Institution: \_\_\_\_\_ Date: \_\_\_\_\_

4. What else do you need to know at this time to help you move forward?

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5. Did you make any contacts here that will be useful to you as you progress? If so, please get their cards or list them here.

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