6 Sigma Project Charter

Date: September 7, 2012 (Updated October 8, 2012)
Project Name: Identification of Degree Completers
Deployment Champion: Dr. Erwin
Project Sponsor: Guy Goodman, Dr. Margaret Swanson
Green Belt: Angie Dreessen and Ted Lane
Charter Authors: Jennifer Roberts, Guy Goodman
Opportunity (Purpose or Primary Reason for Project):

- Community Colleges are partially funded on performance measures such as degrees awarded and completion rates (effective as of FY13). Therefore, ICC would like to develop a process identifying and informing students that there is an opportunity to obtain a degree. Besides informing the students, this project would also develop a process of what other action steps need completed by ICC once the students have been identified.

The following data shows the number of students who are enrolled as of fall 2012 by cumulative credit hour bands (data as of 09.07.12):

<table>
<thead>
<tr>
<th>Cumulative Credit Hours Band</th>
<th>Number of Students</th>
<th>Cumulative Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>120-Greater</td>
<td>73</td>
<td>73</td>
</tr>
<tr>
<td>90-120</td>
<td>293</td>
<td>366</td>
</tr>
<tr>
<td>60-89</td>
<td>1,109</td>
<td>1,475</td>
</tr>
<tr>
<td>30-59</td>
<td>2,472</td>
<td>3,947</td>
</tr>
<tr>
<td>15-29</td>
<td>1,707</td>
<td>5,654</td>
</tr>
<tr>
<td>1-14</td>
<td>2,373</td>
<td>8,027</td>
</tr>
<tr>
<td>0</td>
<td>3,149</td>
<td>11,176</td>
</tr>
<tr>
<td>Total</td>
<td>11,176</td>
<td></td>
</tr>
</tbody>
</table>

This initial data does not consider if the student previously earned a degree and/or certificate.

Business Case (Budget Information):

- ICC has the potential to increase the number of students graduating with a degree. This has the impact to increase revenue with tuition, performance based funding, application for graduation, and official transcripts.

Goal (Expected Outcomes, Deliverables, and/or Results):

- Utilize the degree audit process in PeopleSoft to identify degree completion
- Increase the number of graduates
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Scope (Constraints, Boundaries, and/or Key Risks):

In Scope:
- Students with 60 or more hours
- Associates in Arts, Associates in Science, and Associates in General Studies
- No time limit on going back in years as of now.

Out of Scope:
- Applied Science and certificates
- Students with less than 60 transferable hours

Timeline (Define, Measure, Analyze, Improve, and Control):

- November/December months for Define and Measure
- January/February months for Analyze and Improve

Primary Measures:

- Number of graduates by degrees
- Number of potential students who could apply for a degree but have not
- Number of potential graduates that have applied

Other (Additional Resources Needed, Critical Considerations, and/or Initial Concerns):

Supporting Data & Process Map(s):

- See process map called Identification of Degree and Certificate Completers