

Review of Mission Statement

- Review your institutional mission statement
- Can you identify any language that would apply to the experiences of first-year students? Where/what language?
- How (if at all) could your mission guide your work developing a first- year experience appropriate for your students?
- How are your students identified in your mission (if at all)?
- Who are your first-year students? Consider all relevant identities...
- When does the first year begin for your students?
- For all students?
- When should it begin
- When does your first year end?
- How does it end?

First Year Planning Guidelines

Problem Statement/ Evidence to Support the Problem Statement:

What is the challenge with your first-year experience that you believe needs to be addressed by creating a campus planning process?

Within what context does this problem sit? What is the evidence of the national picture? How do you compare with your peers? Again, would a visual representation help make the case?

First Year Planning Guidelines

Proposed Planning Solution:

Why is a planning process called for, rather than just moving to creating a set of retention solutions?

- What additional evidence still needs to be assembled/reviewed?

- Who needs to review this evidence? Why do you need to create a large Task Force of stakeholders who will be committed to creating a transformational culture? (in particular, consider how this work may touch on policies and practices that will take consensus and community to change)

The Plan:

Who needs to be represented on the Task Force and why?

- Institutional representation
- Constituency representation
- Consensus building

First Year Planning Guidelines

What is your proposed structure for the Task Force?

- Who should lead this process and why?
- What smaller working groups are called for and why?
- What additional approvals/authorizations are called for (e.g., Board/Trustees/State/System?)

What further evidence do you need to review and why?

- Evidence you have on campus
- Evidence you may need to collect/find

Proposed Timeline /Deliverables

- When do you propose beginning this planning process? Ending? The work of the smaller working groups? Will there be key planning events (e.g. a campus retreat?) that can help create the consensus for change you are seeking?

First Year Planning Guidelines

When to Begin	Key Activities/ Steps	Deliverable Upon Completion	When to End

First Year Planning Guidelines

Proposed Planning Budget

- Are there projected costs to this planning process?
- Where should these resources be drawn from?

- What are the benefits/opportunities most likely to emerge from completing this planning process?