

CONSULTATIONS FOR THE CREATION OF A RETENTION PLAN

Deliverables

- Data-driven Retention Plan with
 - Target Populations
 - Measureable Goals for Each Population
 - Strategies to Achieve the Goals
 - Template for Action Plans
- Customized Retention Data Dashboard
- Set of Suggested Next Steps

First Visit: One Day

- Goals:
 - Discuss retention issues with key leaders
 - Prepare for the Retention Planning Retreat
 - Data
 - Participants
 - Logistics
- Draft Itinerary
 - 8:00–8:45 Campus Contact
 - 9:00–9:45 President
 - 10:00–10:45 VP Academics
 - 11:00–11:45 Institutional Research
 - 12:00–1:30 Working Lunch Retention Committee
 - LCD Projector and Screen needed for this meeting
 - 1:30–2:15 VP Student Affairs
 - 2:15–2:45 Institutional Research follow-up meeting
 - 3:00–3:45 Academic Support Services, Advisors, Career Services, etc.
 - 4:00–4:30 Exit Preparation
 - 4:30–5:00 Exit: Summary of next steps

Second Visit: Retention Planning Retreat (1.5 days)

- Agenda

Day One

- 8:00 a.m. Participants arrive/continental breakfast
- 8:15 a.m. Welcome by President
- 8:30 a.m. Introductions
- 8:45 a.m. Introduction to retention planning
- 9:15 a.m. Retention SWOT Analysis
- 10:15 a.m. Study of data
- 12:00 noon Lunch
- 1:00 p.m. Target identification
- 3:00 p.m. Identification of key retention strategies to serve the target populations
- 4:30 p.m. Conclude day one

Day Two

- 8:00 a.m. Participants arrive/continental breakfast
- 8:15 a.m. Prioritization
- 10:00 a.m. Review SWOT to see if elements are in the strategies
- 11:00 p.m. Next steps
 - Process for choosing strategy coordinators
 - Institutional approval process
 - Communication Plan
- Noon End workshop

Fee

\$10,000, including all travel expenses

