

## **Barton Community College Strategic Plan Project Charter**

### **1.3 Advance student retention and completion through implementation of the Barton Student Success Plan and other best practices.**

#### **Purpose (The why of the project/current state):**

To understand and document the current state of institutional processes relative to Early Alerts, identify inefficiencies, redundancies, and pain points that hinder effectiveness and alignment with organizational goals. These foundational efforts will inform strategic decisions relative to future improvements.

#### **Artifacts: (The evidence being used):**

ADC Report; SSA Initiative Review Form, KBOR Retention Data, Student Success Plan, Course Success Rate

#### **Overview (Summary of what will be done):**

In the Fall of 2026, the SSA will begin mapping the current state of workflows to capture all steps, roles, responsibilities, and systems. Fall 2026 through Spring 2027, the SSA will analyze gaps in the bottlenecks using stakeholder (faculty and staff) input (surveys, interviews, conversations, etc.) and performance metrics (number of early alerts raised, number of follow-ups, and success stories). Also, during this time, the SSA will design future state recommendations including process improvements, opportunities for automation, and role clarification. In the Spring of 2027, the SSA will finalize and present recommendations to improve the Early Alert process at Barton.

#### **Project Addresses Strategic Initiative:**

1.3 – Advance student retention and completion through implementation of the Barton Student Success Plan and other best practices.

#### **Goal (Desired result/the data point you want to move):**

By the end of spring 2027: Deliver a comprehensive recommendation for process improvements and/or the selection of an early alert system to support student success and impact identified success metrics.

#### **Project Description or Scope of Work:**

This project will analyze and optimize institutional processes by mapping the current state, identifying inefficiencies, and developing recommendations for an institutional early alert process in support of student success goals.

To accomplish this, SSA will document existing workflows and systems across relevant departments and validate findings with stakeholders (faculty and staff) for accuracy. The SSA will then identify bottlenecks, redundancies, and gaps to assess alignment with institutional goals. In stage three, the SSA will develop streamlined workflows, identify automation opportunities/technology needs, and strategies for increased collaboration amongst stakeholders. Finally, the SSA will create a roadmap for process improvement.

**Starting Date:**

February 2026

**Milestone Dates:**

- SSA approves project charter during February 2026 meeting.
- Present project charter at Presidents Staff during March or April 2026.
- Current state mapping complete by end of Fall 2026
- Future state recommendations presented to Presidents Staff by end of Spring 2027

**Impact (How the goal is reflected in a defined population):**

Improved processes relative to early alerts will enhance student success (persistence, retention, completion) by improving Barton’s ability to deliver timely interventions, while reducing inefficiencies and improving productivity of staff. The results of the process mapping will provide clearer responsibilities and better resource utilization for greater institutional effectiveness and will include metrics for the ongoing evaluation of recommended early alert process.

**RACI (Responsible, Accountable, Consulted, Informed) Chart:**

- [See RACI Chart Spreadsheet](#)

**Plan for Sustainability (Where will project “live” after implementation):**

The process mapping will designate stakeholders responsible for maintaining updated early alert processes.

**Additional Relevant Information:**



**Identified Institutional Values: (what institutional values are demonstrated by this initiative? (Honesty, Fairness, Respect, Courage, Trust, Responsibility)  
Fairness, Trust, Responsibility, Courage**