

Guidelines for Submitting a Proposal for a Retention Project

The Student Success Committee welcomes new and creative projects to tackle student attrition and encourage success.

*Applying for an
Academic Coach?*

*Please see **Academic
Coach Guidelines**
instead*

A. Proposal Submission Requirements

Proposal forms are available from the Student Retention Project Page at <http://www.algonquincollege.com/student-retention/proposal.htm>

The deadline for submission is **Sunday, March 4th at 11:59PM** Please note that this is ONE MONTH earlier than last year.

B. Criteria

The Student Success Committee has chosen the following criteria for proposals this year: Projects must...

- **Target at-risk students** or **target the level** in which students are considered most at risk by the program. In most cases, attrition rates are highest in level 1 of the first year. In some programs, however, the attrition issue is more serious at a higher level. Proposals may be submitted that target higher-level students if the proposal provides evidence of attrition at that level.
- **Include a detailed budget** - cost per student will be considered; i.e. total amount of funding / number of students served.
- **Consent to sharing the final report** for the project on a Student Retention website or shared drive so that project results can be shared with the College community.

We regret that funding cannot be extended to projects that

- received funding 3 or more times in the past; the philosophy behind the retention program is to provide “seed” funding only;
- target faculty (e.g. staff PD) or fund graduation ceremonies;
- are based **solely** on food, prizes, or tickets to theatre or sporting events;
- have not provided a report for previously funded implementations of the project.

Reminder

- Please share your retention proposal with your Chair or manager before submitting as faculty or staff release time must be pre-approved.
- Total budget for each project has been capped at \$5,000. Any proposals that exceed this amount should be forwarded directly to Academic Operations and Planning c/o Doug Ouder Kirk, C514.

C. Ideas

Examples of Ideas for Projects



- Program-specific orientation activities (can include “refresher” activities later in term)
- Peer tutoring, peer mentoring, learning communities and study groups
- Guest speakers, workshops, events that link students to their field
- Tracking and intervention for students at risk, including diagnostic testing (e.g. ACCUPLACER)
- Ensuring “program fit” - right student in the right program
- Innovative classroom strategies
- Strategies to increase success rates in challenging program courses
- “Lunch ‘n Learn” workshops, e.g. learning strategist in program-specific group
- Production of program manuals, videos, newsletters

Questions? Please contact Marni Squire at ext. 5902 or squirem@algonquincollege.com or Brenda Noseworthy at ext. 5794 or nosewob@algonquincollege.com