



HOWARD
COMMUNITY COLLEGE
— Meeting students where they dream —

PROGRESS REPORT

JUNE-JULY 2024



Prepared By:
Swim Digital Group



RESULTS TO DATE

June & July On-Site Visits

During the week of June 24th, Swim Digital Group visited the Howard Community College main campus to facilitate deep dive sessions to acquire more insight of specific themes that impact the Howard student experience.

These efforts align with the HCC Forward initiative and the mission of Howard to improve student success by aligning processes across departments and within offices for students to successfully navigate the onboarding process.

Following their June visit, Swim Digital Group traveled to the Howard Community College main campus on July 25th to host additional deep dive sessions that were focused primarily on the experience of frontline staff during the implementation of 7-Week courses. These deep dive sessions provided insight into the processes that students have to follow when enrolling. Additionally, these sessions allowed Swim to learn more about processes that are being utilized by frontline staff and to hear about any concerns or experience with the current 7-Week Course structure at Howard.

The following subjects are some things that were considered during these conversations:

- What does the hand-off from WCCE completion to the degree-seeking side of Howard Community College look like?
- What processes are in place to communicate next steps with WCCE students who want to further their education?
- Are students receptive to the 7-Week courses that are now available?
- What are common questions or concerns that students are raising when enrolling at HCC?
- Have you been noticing course conflicts with the new 7 week courses?
- What is the greatest challenge you expect from the integration of workforce and credit?

Kickoff Meeting with Leadership

During the Kickoff Meeting in June, conversation was facilitated around the President's Leadership Development Program (PLDP) and expectations for the Deep Dive Sessions. The group worked to establish some overarching questions for the application drafts that Swim would send to leadership for review. The group worked to develop some outcomes that would be presented within the description of the programs to prospective applicants and discussed what goals and outcomes they would like to see from the PLDP.

Deep Dive Sessions

The June deep dive sessions that Swim Digital Group facilitated were divided into four separate themes, focusing on the student experience in support services, enrollment, advising, and transfer processes at Howard.

- Onboarding Review Workshop
- Workforce Career & Community Education
- Advising
- First Semester at HCC
- Retention
- Frontline Staff Advising
- Frontline First Semester at HCC

The July deep dive sessions that Swim Digital Group designed and facilitated were in response to the initial sessions held in June. These sessions allowed Swim to focus on 7-Week courses and the WCCE integration with frontline staff in order to ensure that all necessary information was gathered for the upcoming initiatives.

- WCCE Leadership
- WCCE Frontline
- Advising, Transfer, & Retention
- Tutoring Frontline



Presidential Leadership Development Program Updates

The Presidential Leadership Development Program is an initiative to create two leadership cohorts at Howard Community College: Leadership HCC & the Leadership Academy. These institutes will provide selected Howard staff and faculty with a year-long program of professional development to strengthen leadership. These cohorts align with the goal of HCC Forward by providing training opportunities that haven't been offered in the past. Currently, Swim is in the midst of developing curriculum, applications, outcomes, and branding for the Presidential Leadership Development Program. Branding will be developed to represent the two cohorts within the program; Leadership HCC and the Howard Leadership Academy.

The following documents for the PLDP have been developed and delivered to Howard Community College:

- Sample Application for HCC Leadership
- Sample Application for Howard Leadership Academy
- Sample Questions for applications in both cohorts
- Outcomes for the Howard Leadership Academy
- Outcomes for HCC Leadership
- Scoring Rubrics for both cohorts of the Presidential Leadership Development Programs

Next Steps for the PLDP Programs

The next steps for PDLP will deal with branding and curriculum development. Swim's goal is to ensure that all branding reflects the mission of HCC Forward and that these initiatives are clearly visually aligned with the overall Howard branding guidelines.

Our next steps include:

- Designing three total logos; One to reflect the overall program and two to reflect the cohorts that will be assembled from PLDP
- Curriculum for both the Leadership HCC program and the Leadership Academy program
- Designing a Microsite for the Presidential Leadership Development Program
- Finalization of application questions
- Finalization of participant outcomes
- Announcement & Call for applicants

Wrap Up Meeting on July 26th

Swim held a meeting with Minah Woo, Dr. Shantay Grays, and Dr. Tyria Stone to conclude their visit on July 26th. The group discussed findings from the Deep Dive sessions and planned for upcoming visits in the months of August, September, and October.

The visit on August 16th will be for the Day of Learning on campus; Dr. Grays, Minah Woo, and Andrew Mason will be presenting about the work that has been done to the campus. The visit in September will focus on deep dives for 7-Week courses with faculty, advising staff, tutoring, and students.

There is an additional visit planned in October to review the 7-Week courses post-completion to assist the college in planning future semesters in this format.

[Howard Community College Project Map](#)





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