NORTHLAND

Grow Enrollment by 10% in Three Years - Project Charter

General Project Information	
Project Name:	Review and Improve Northland's Enrollment Process
Origination Date:	October 2, 2024
Project Champion:	Sara Johnson
Executive Sponsor:	John Fields
Project Rationale:	**Grow Enrollment by 10% in three years. (2024-2027)**
Project Goals/Objectives/Success: *Describe how this project will resolve the business need. What does success look like?*	Reviewing Northland's enrollment process will streamline how we do business, so students are enrolled in a timely manner.
Strategic Alignment: Describe how this aligns with the Strategic Directions and Priorities of the College	**ACCESS – Meet students where they are to ensure all have access to high-quality educational opportunities.** Strategies ☐ 1.1 Expand recruitment to underserved populations. ☐ 1.2 Provide flexible learning opportunities. ☐ 1.3 Remove financial barriers for students. ☐ 1.4 Provide clear pathways for students. X <mark>1.5 Remove student enrollment barriers.</mark> ☐ 1.6 Streamline transition from pre-college services to programs. **STUDENT SUCCESS – Improve outcomes, success, and completion through quality programs, advising, and student development.** Strategies ☐ 2.1 Support students in achieving their educational goals. ☐ 2.2 Provide high-quality, relevant, engaging, and rigorous coursework. ☐ 2.3 Create a vibrant, supportive, and welcoming environment for students. X 2.4 <mark>Provide exceptional student support services.</mark> ☐ 2.5 Provide individualized services to increase retention and support learning, education, and career goals. ☐ 2.6 Close equity gaps to improve success for all students. **PARTNERSHIPS – Strengthen partnerships with school districts, institutions of higher education, employers, and community organizations.** Strategies ☐ 3.1 Expand collaboration with education partners. ☐ 3.2 Increase community engagement. ☐ 3.3 Expand employer partnerships. ☐ 3.4 Respond and adapt to the ever- changing market and partner needs. **ADVANCING EQUITY – Create an inclusive culture where all can reach their full potential.** Strategies ☐ 4.1 Embody a welcoming and inclusive environment for all. ☐ 4.2 Ensure equitable access to resources for historically underserved individuals. ☐ 4.3 Ensure our campus community represents a rich array of experiences and viewpoints. ☐ 4.4 Establish community bonds through an understanding of our common humanity.
Change Management Impact:	Student Services
Desired delivery date:	On or before December 31, 2024.

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Objectives and Success Criteria *Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy.*		
Objective/Success Criteria		**Expected Outcome Measure**
Train with System Office on processing applications.		Consistency in processing applications and quicker turnaround time for applicants.
Review Organizational Chart and Position Descriptions		The Organizational Chart will align staff with appropriate supervisors and position descriptions will reflect current work duties.

Deliverables *List the high-level "products" to be created (e.g., improved xxxx process, employee manual).*
Complete training with system office personnel to ensure we are processing applications consistently. Update our standard operating procedure if needed. Review organizational chart and update to reflect current needs of the college.

External Dependencies *Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?*
Training will depend on the availability of system office personnel. Position descriptions will be dependent on staff resources and time allotted to work on updating. This will also depend on whether the system office needs to approve said changes.

Project Resources		
Role	**Name**	**Department**
Director of Enrollment & Advising	Heidi Kippenhan	Student Services
Business Systems Specialist	Sean Olson	System Office
Interim Dean of Student Success	Sara Johnson	Student Services
Interim Director of Human Resources	Becky Lindseth	Human Resources

Notes

Charter Approval Sign-off

Role	Signature	Date (MM/DD/YYYY)
Executive Sponsor		
Project Champion		

Document Revision History

Document Version	Revision	Date (MM/DD/YYYY)

Project Charter Created: 10-2-24