

## Appendix A: Project Timeline

### Year One: 1999 – 2000

| Date                    | Activity  |
|-------------------------|---|
| November, 1998          | Request from VP for Student Affairs for first-year student intrusive advising pilot program |
| December, 1998          | Pilot Project for Transitions to Success outline developed by Director of Academic Advising |
| August, 1999            | Half-time outreach coordinator hired  |
|                         | Project research and development  |
|                         | Random sample and control groups selected   |
|                         | Discussed assessment strategies with LRC directors and director of institutional research   |
| September, 1999         | Letters of invitation sent to sample  |
|                         | Second letter sent out to sample 3 weeks later  |
|                         | Acceptance cards received from 35 students by end of month                                  |
|                         | Workshop series for fall quarter created  |
| October, 1999           | Recorded intake interviews completed with 45 participants                                   |
| October/November, 1999  | Workshop series presented   |
|                         | Individual writing consultations with Writing Center director                               |
| November/December, 1999 | Late fall interviews conducted  |
| January-March, 2000     | Winter Quarter workshops conducted  |
| February, 2000          | Mid-quarter phone check-in  |
| March, 2000             | Late winter interviews conducted  |
| April/May, 2000         | Spring quarter workshops conducted  |
| June, 2000              | Final interview/survey  |
|                         | Control group surveys mailed and completed  |
|                         | Evaluation of pilot project   |
|                         | Final report written for T2S 1999-2000  |

### Year Two: 2000 - 2001

| Date            | Activity   |
|-----------------|--|
| July, 2000      | Pilot project renewed for second year                    |
|                 | Project review and 2 <sup>nd</sup> year re-design begins |
| August, 2000    | Project coordinator identified                           |
|                 | Project design continues                                 |
| September, 2000 |  |
| October, 2000   | Letter of invitation goes out to sample                  |
|                 | Follow-up with students who have not responded           |

|                             |   |
|-----------------------------|---|
| November, 2000              | Conduct in-program focus groups   |
|                             | Conduct first sample group interviews   |
|                             | Enhanced data analysis from 99-00 interviews  |
| December, 2000              | Planning group discusses emerging themes from interviews/focus groups for winter planning |
|                             | Write Fall quarter summary  |
| December 2000 – March, 2001 | Mapping II workshop design  |
| January 2001                | Winter quarter phone survey development   |
|                             | E-mail heads up to sample re upcoming phone survey  |
| February/March 2001         | Conduct phone survey  |
|                             | Host Talking Catalog panels in designated programs  |
| March 2001                  | Write Winter quarter summary  |
| April 2001                  | Create end-of-year interview  |
|                             | Check control group registration  |
|                             | Draft letter and survey to control group  |
|                             | Call sample group to sign up for Mapping II workshop and final interview                  |
|                             | Begin final interviews with sample group  |
|                             | Secure senior student panelists for Mapping II workshop                                   |
|                             | Begin work on Senior Panel video for continued use in Mapping II workshop                 |
| May 2001                    | Conduct Mapping II workshop   |
|                             | Continue final interviews with sample group   |
|                             | Follow-up with control group members who did not complete survey                          |
|                             | Debrief Mapping II workshop and make edits for future use                                 |
|                             | Conduct filmed interviews with senior panelists for video                                 |
| June 2001                   | Begin data analysis   |
|                             | Create format for final report  |
|                             | Edit senior panelist video  |
| August, 2001                | Conduct summer check-in with sample via e-mail  |
|                             | Finalize senior panelist video  |