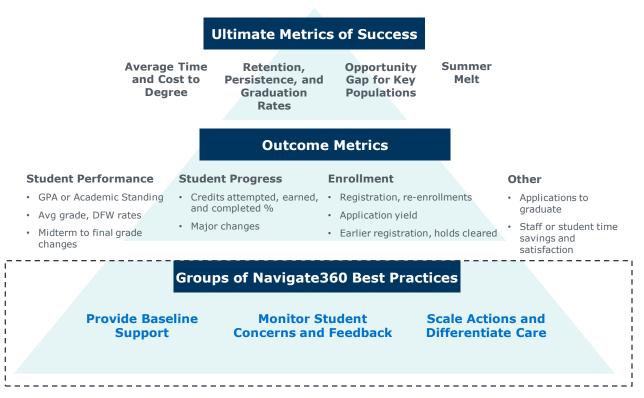


Navigate360 Maturity Curve

Unlocking the Potential on Campus

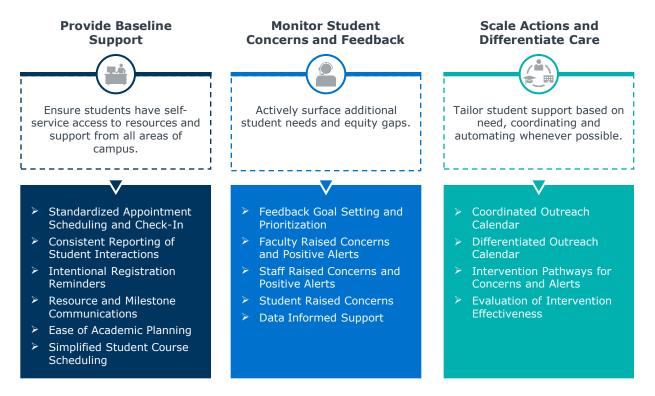
The Best Practices are the FOUNDATION of our work

Supporting institutions in achieving their ultimate metrics of success



15 Navigate360 Best Practices

Navigate360 best practices to drive adoption and impact



The Navigate360 Maturity Curve

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X out of 45

Progress Against Maturity Curve

	Navigate360 Best Practice	0 Absent	1 Limited	2 Expanded	3 Strategic
(1)	Standardized Appointment Scheduling & Check-in				
eline	Consistent Reporting of Student Interactions				
Baseline port	Intentional Registration Reminders				
Provide E Supp	Resource and Milestone Communications				
	Ease of Academic Planning				
<u> </u>	Simplified Student Course Scheduling				
цъ	Feedback, Goal Setting, and Prioritization				
10nitor Student Concerns and Feedback	Faculty Raised Concerns and Positive Alerts				
r St erns edba	Staff Raised Concerns and Positive Alerts				
Monitor Concer Feed	Student Raised Concerns				
δŪ	Data Informed Support				
ins ite	Coordinated Outreach Calendar				
Actions & entiate are	Differentiated Outreach Calendar				
	Intervention Pathways for Concerns and Alerts				
Scale Differ C	Evaluation of Intervention Effectiveness				



Provide Baseline Support

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Standardized Appointment Scheduling and Check-In



- Allow and encourage students to efficiently schedule and manage appointments
- Guide students toward the full array of resources available at your institution—e.g., advising, tutoring, financial aid, career advising, residence life, and student services amongst others
- Communicate where students can drop-in for real-time support
- Save scheduling time estimated at 5 minutes per appointment!
- Disaggregate the data to understand potential gaps in utilization and reach



Identified courses to support using analytics and saw 100%– 150% increase in appointments for both their Math and Writing Centers after reaching out to students through appointment campaigns

East Tennessee State University

MATH 1530 had an overall downward trend between midterm and final grades; however, students referred to tutoring had a +0.38 trend in their GPA grade for the course



Financial Aid

Holyoke Community College



Increase in appeals filed for students with a BAD SAP alert through the support of their advisor

Albertus Magnus College



Comparisons between appointments with Financial Aid and actions taken (e.g., completed FAFSA dates, balance paid, etc.)

Faculty Office Hours

University of South Dakota



Students who had recorded appointments with their faculty attempted 1–4 additional credits in future semesters

Standardized Appointment Scheduling and Check-In

Why? Provides a better student experience with a self-service solution for students to access critical resources across campus

Score	Maturity Standard	Key Navigate360
0	Minimal to no utilization	Features
1	 1-2 service areas syncing calendars and using some appointments No unified process/plan for how students should be scheduling 	 Appointment scheduling across <u>care units</u> <u>Activity Dashboard</u> <u>Appointment reports</u>
2	 <u>All</u> advising locations using appointments, personal availability links, and appointment campaigns Using in 2+ service areas outside of advising, potentially including tutoring, financial aid, or counseling Student initiated scheduling is available 	 <u>Appointment reports</u> <u>Calendar syncing</u> <u>Kiosks</u> <u>Appointment Center</u> <u>Personal Availability Link</u>
3	 <u>All</u> tutoring and supplemental academic support locations using appointments 3+ service areas units using student-initiated scheduling, appointment campaigns/appointments across all locations; Leveraging appointment centers and kiosks to streamline activity Using activity data to inform resource planning 	

Consistent Reporting of Student Interactions



- Institutions define a set of shared expectations for capturing notes and appointment summaries across an institution
- Helps to create a robust documentation of student contacts, needs, issues, and recommendations that can be appropriately shared as needed
- Provides data for assessment purposes
- · Affords continuity in the student's advisor and support experience

Good/Required • Appointments recorded in a timely manner with appropriate case outcome reason **Better** Basic description provided of conversation and interventions recommended • Clear Best expectations set for documenting various meetings/ interactions across an institution

 Detailed notation of all discussions, outreach and interventions suggested

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 Leverage information for improved workflows and to shift the interventions available for students

Consistent Reporting of Student Interactions

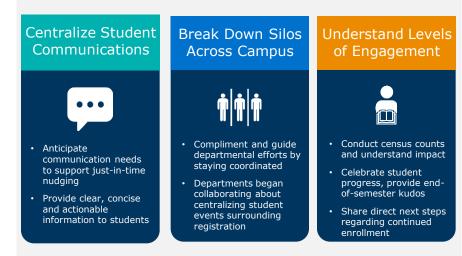
Why? Ensures captured student information is made available for student and other service areas to provide a consistent care experience

Score	Maturity Standard	Key Navigate360
0	Minimal to no utilization	Features
1	 Student experience with appointment documentation and other notes varies across service areas No review and tracking for accountability and process improvement 	 Appointment Summary and Reports Appointment Summary Tomplates by Care Unit
2	 Best practice, institutional policy, and strategic priorities inform documentation and sharing of student information across service areas and with students All advising locations (and selective other appropriate units) using Notes and Appointment Summaries 	Templates by Care Unit <u>Notes</u> <u>My Docs (Navigate</u> <u>Student)</u>
3	 Service areas understand how use of notes, summaries, and My Docs to improve workflows and support student interactions – able to build on this to maximize intervention strategies Utilize tracking and review of reports to reinforce accountability and understand where is/is not successful for the staff and student experience 	

Intentional Registration Reminders



- Encourage student reregistration at scale
- Drive earlier registration decisions from students
- Reduce logistical challenges, such as section additions or cancellations by driving more accurate enrollment projections
- Maximize advising time for direct meeting needs and higher order concerns



Intentional Registration Reminders

Why? Drives registration (and greater staff efficiency) through consistent, automated communications that display clear outcome measures

Score	Maturity Standard	Key Navigate360 Features
0	Minimal to no utilization	Enrollment campaigns
1	 Enrollment campaign run for a specific population of students every term 	• <u>Enrollment census</u>
2	 Centralized enrollment campaigns outreaching to all students with nudges configured 	
3	 Personalized enrollment campaigns to student populations with nudges configured Enrollment campaigns results analyzed and strategies reconsidered based on success Enrollment census conducted through Navigate for efficiency 	

Resource and Milestone Communications



College Messages Tend to Be...





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Too High in Volume

Absence of limit to message volume leads to student inboxes being flooded with "white noise"

Duplicative and Inconsistent

Lack of coordination between units leads to redundant or confusing information



Generic and Passive

Impersonal emails that do not list required actions are easy to ignore or dismiss



Administrators fail to use channels that students check most frequently

- Plan just-in-time nudging in alignment with academic calendar to help students complete needed functions
- Leverage multi-modal communication options to send important messages in the format that will best support student needs
- Through the benefit of sending reminders at scale, maximize advising time for direct meeting needs and higher order concerns

Resource and Milestone Communications

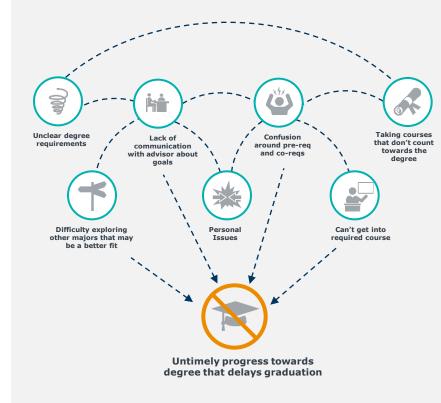
Why? Provides resources to students when they need it to support greater autonomy and allow staff to allocate time to other support

Score	Maturity Standard	Key Navigate360 Features
0	Minimal to no utilization	
1	 General to-dos are in place and reviewed annually Resources are reviewed and updated at least annually At least 1 specialty group has tailored to-dos and/or staff to- dos in student application Texting policy exists and in place across at least 1 service area 	 <u>To-dos & Events &</u> <u>Tips</u> <u>Messaging</u> <u>Campaign</u> – email/text <u>Resources/Success</u> <u>Network</u>
2	 All student app self-service items have been enabled Communication templates have been developed and content is reviewed annually General communication messaging campaigns have been configured at least once a term for at least 1 service areas 	 Program Explorer/My Major Financial Planner (Beta) <u>Home Page</u> Announcements
3	 General messaging campaigns used by 2 or more service areas on campus Texting policy exists across all service areas using text messages 	• Menu Items (Navigate Student)

Ease of Academic Planning

Navigate360 Best Practice

- Encourage intentional, long-term course planning
- Academic plans are accessible any time, on phones or computers
- Build sequenced course templates of course recommendations
- Guide students toward timely degree completion
- Foster collaboration between students and advisors for customized guidance and feedback
- Provide automated guardrails that alert students to common planning errors and inefficiencies



Ease of Academic Planning

Why? Streamline and improve outcomes for the time-consuming planning activity (for staff and students)

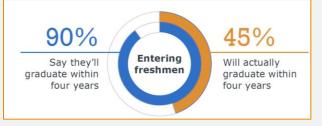
Score	Maturity Standard	Key Navigate360 Features
0	Minimal to no utilization	Student planner
1	 Pilot programs/depts. have strong templates based on program goals Advisors and students actively using shared workspace (comments) At least 20% of students have an academic plan on file (advisor or student created) 	 Student planner (standalone/template) <u>Shared workspace</u> Quick planner Plan Compliance Report (<i>Coming Soon</i>)
2	 All programs/depts have starting templates based on program goals At least 50% of students have an academic plan on file (advisor or student created) At least 25% of students have at least one course planned for the next future term (student self-created plan) 	 <u>Bulk Template</u> (Coming Soon) AP Mobile (Coming 23-24)
3	 All programs/depts review and update templates on annual basis At least 80% of students have an academic plan on file (advisor or student created) Leverage AP Reports to support strategic decision-making 	

Simplified Student Course Scheduling

Navigate360 Best Practice

- Streamline course scheduling to reduce barriers to re-enrollment
- Ease transition between academic planning system and registration system
- Allow students to build schedules aligned with their availability, preferred course format or modality, identify courses based, and location preferences

PLANNING DIRECTLY IMPACTS TIME TO DEGREE



GET THEM THERE FASTER WITH NAVIGATE

2.68

Higher avg. credits per term for students with a Navigate plan 27.7%

Higher avg. retention rate for students with a Navigate plan

Sources: NBC News, "Most college students don't graduate in 4 years, so the government counts 6 years as 'success," 10 October 2021. EAB survey results and analysis.

Simplified Student Course Scheduling

Why? Provide tech-enabled student course scheduling to minimize staff time needed and provide scheduling guardrails for students

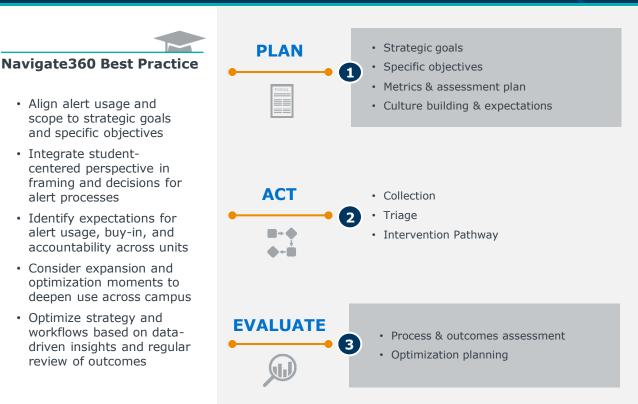
Score	Maturity Standard	Key Navigate360 Features
0	Minimal to no utilization	 <u>Stand-alone Scheduler</u> Course scheduling
1	At least 25% of students in term using AP course scheduling	One-click registration
2	 At least 50% of all students in term using AP course scheduling Stand-alone student scheduler is enabled 	
3	 At least 80% of all students in term using AP course scheduling One-Click Registration is enabled and 25% of students have registered for at least one course using it Student course preferences are analyzed to inform future activities 	



Monitor Student Concerns and Feedback



Feedback, Goal Setting, and Prioritization

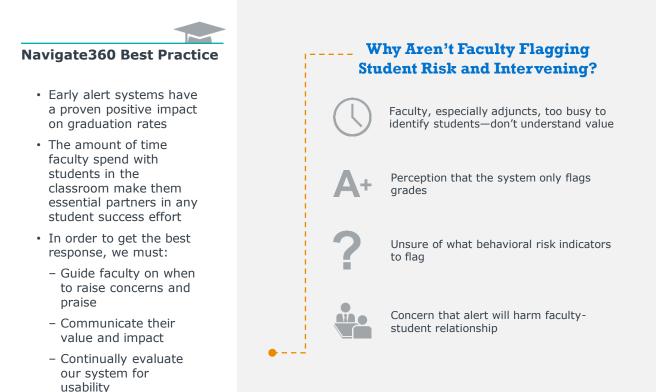


Feedback, Goal Setting, and Prioritization

Why? Determine your institution approach for what critical information you want to gather and from whom to ensure organizational buy-in

Score	Maturity Standard	Key Navigate360
0	No exercise completed	Features
1	 Institution completed an initial feedback goal setting and prioritization exercise during implementation but has had limited updates or expansion since then Determine nomenclature for alert across site 	 <u>Alerts Configuration</u>, <u>Types</u>
2	 Institution annually reviews its feedback gathering approach including the various types of alerts and performance with Navigate360 leadership Institution is using at least 2 of the 4 types of feedback gathering (staff, faculty, student, data) Campus leadership has signed off on the collection and is supportive of encouraging faculty and staff involvement Obtain regular feedback and/or input from students on the approach 	
3	 Institution annually reviews its feedback gathering approach including the various types of alerts and performance with <u>broader campus leadership</u> Institution is using all 4 types of feedback gathering (staff, faculty, student, data) 	

Faculty Raised Concerns and Positive Alerts



Faculty Raised Concerns and Positive Alerts

Why? Obtain critical faculty input (efficiently) on student concerns so needs can be addressed

Score	Maturity Standard	Key Navigate360
0	Minimal to no utilization	Features
1	 Limited rollout of Progress Report beyond the pilot stage (e.g., first year students only), minimal alert reasons, just one per term <25% of identified students represented in Campaign Requests 	Progress Reports Alerts Configuration
2	 Senior Leadership communicate importance of and expectation for participation in Progress Reporting >50% faculty response rate >50% of identified students in Campaign Requests At least one positive alert is available in the Progress Report campaign All alert language rooted in growth mindset to increase likelihood of help seeking behavior 	 Alerts by Care Unit <u>Case close reasons</u>
3	 >80% faculty response >75% of identified students represented in Campaign Requests Multiple Progress Report Campaigns run throughout term Alert reasons used in each Campaign correspond academic milestones at time of sending All alerts outline workflows, timeline, and expectation for faculty and staff continued support of students Evaluation and share-out of Progress Report outcomes 	

Staff Raised Concerns and Positive Alerts

Navigate360 Best Practice

- Support actionable next steps following meetings and student touch points
- Facilitate engagement and referrals across campus as part of coordinated care
- Tap into breadth of student's network
- In order to get the best response, we must:
 - Guide staff on when to raise concerns and praise
 - Communicate their value
 - Use insights to understand holistic campus experience



Staff Raised Concerns and Positive Alerts

Why? Provide staff with opportunity to raise concerns during interactions that will allow for appropriate referral to take place

Score	Maturity Standard	Key Navigate360
0	Minimal to no utilization	Features
1	 Very limited staff have ability to raise ad hoc alerts Only Advising and Tutoring (1-2 offices) receiving alerts Alerts are used the same between progress reports/ad hoc At least 25% of cases have positive outcome, or closed in timely manner 	 <u>Staff raised alerts</u> Alert visibility by care unit Alerts Configuration,
2	 Some separation between PR and Ad Hoc alerts, making one more about referrals and the other more about faculty concerns At least 3 service areas receiving alerts At least 1 automated action exists from staff raised concern 50%+ of cases have positive outcome, or closed in timely manner 	 <u>Alerts Configuration,</u> <u>Types</u> <u>Case close reasons</u>
3	 Referrals raised for all service areas available and expansive across student experience, Student Affairs, Housing, Career, Financial, Tutoring, Advising All staff roles (as appropriate) can issue alerts on students; consistent volume of alerts being submitted Evaluation of follow-up from concerns is performed at least once per term 75%+ of cases have positive outcome, or closed in timely manner 	

Student Raised Concerns



- Gather useful information early
- Customize questions that align to existing resources
- Allow students to ask for the help or resources they need
- Create efficiencies so that needed support can be provided to students both more efficiently and when they need it
- Promote consistency and inform early advising sessions
- Make the data actionable by the staff that need it

Example: Student Issue

I need help in one of my classes.



Workflow

Staff reach out to student based on workflow decisions.

Alert Raised

Alert is sent to select staff e.g., Instructor, TA, Academic Advisor, Tutoring Center.

Student Raised Concerns

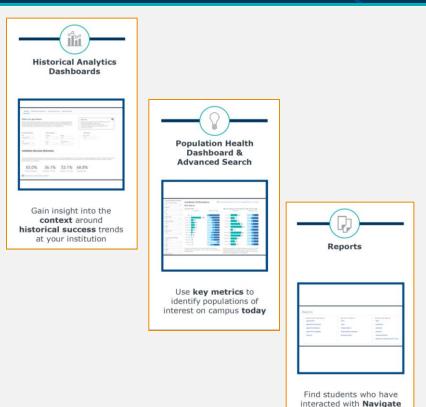
Why? Provide students with a voice and ability to easily raise concerns or needs with staff who can help them

Score	Maturity Standard	Key Navigate360 Features
0	Minimal to no utilization	
1	 Intake survey created Hand Raise turned on with at least 1 alert type, simple and can be satisfied with automated emails 	 <u>Self hand raise</u> <u>Student surveys, quick</u> polls <u>Student intake survey</u>
2	 Intake survey with defined follow up strategy, depts pulling their own reports Hand Raise (at least 2 alert types) triggers referrals with individualized responses Using surveys to check-in with students during key points during the term (typically short quick poll type surveys) 	 <u>Survey campaigns</u> <u>Student Milestone</u> <u>Dashboard</u>
3	 Hand Raise alerts are holistic, including student wellness, mental health, etc. Survey to check in with all populations of students and more niche populations (more like expansive survey) Evaluation of follow-up from concerns is performed at least once per term 	

Data Informed Support

Navigate360 Best Practice

- Promote efficiencies and the power of automation
- Triangulate available information to guide actions and optimization
- Support differentiated care to equitably meet student needs
- In order to get the best utility, we must:
 - Consider key student populations of interest
 - Expansively utilize existing data points that guide student success efforts
 - Elevate culture of care through data-informed processes



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in different ways

Data Informed Support

Why? Aggregate and use various data inputs to proactively identify areas of concerns

Score	Maturity Standard	Key Navigate360
0	Limited to no utilization	Features
1	 Only setup success markers for the key universal gateway courses (Math, English, etc.) Navigate app admin/leadership team passively used/view dashboards 	Success Markers Advanced Search Predictive Student
2	 Using Population Health to identify current student populations Turned on predictive model to provide another source of students of concern Focused success marker strategy based on high-need programs versus universal gateway courses 	Support Level Population Health Dashboard Historical Course Analytics
3	 Academic leaders use the Historical Analytics to identify populations that may require greater focus Academic leaders use the Historical Analytics to prioritize courses for reformation Layered various pieces of data together to create the "levels" of support for a Differentiated Care strategy based on data points but also other types of feedback Evaluation and share-out of Progress Report outcomes 	 <u>Historical Population</u> <u>Analytics</u> <u>Categories by Care</u> <u>Unit permission</u>



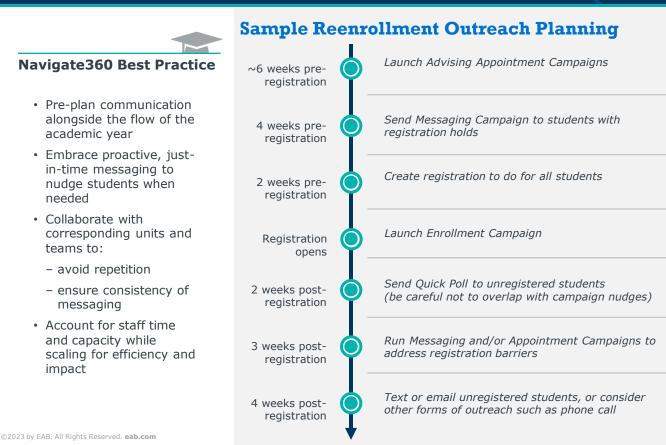
Scale Actions and Differentiate Care

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Coordinated Outreach Calendar



Coordinated Outreach Calendar

Why? Allows for a proactive, efficient, and coordinated communication to students

Score	Maturity Standard	Key Navigate360 Features
0	Minimal to no utilization	 Student Lists Advanced Search Messaging Campaign Workflow automation V3 Reports
1	 At minimum once every month outreach calendar of activities exists for at least 1 advising department on campus 	
2	 At minimum, every other week outreach calendar of activities exist with the full advising service area on campus 	
3	 A week by week outreach calendar exists with your full advising service area on campus Includes example communication templates and monitoring is in place for completion of outreach and its impact Other service areas (as appropriate leveraging messaging campaigns & coordinated outreach Tailored messaging campaign set-up to help staff more efficiently manage communications (rather than manual); audited every term 	

Differentiated Outreach Calendar

HIGH SUPPORT Navigate360 Best Practice **Intense Care** Coordinate care among a Meet needs of varying network of support offices student populations by moving away from "one size fits all" outreach MODERATE SUPPORT Incorporate best practices **Proactive Monitoring** of population health by Surface early problems and segmenting key student proactively focus support populations Use data-driven insights to identify high-need, high-touch student LOW SUPPORT populations and tailor Scalable Advising outreach cadence Provide low-cost, self-serve, accordingly and automated guidance Account for staff time and capacity while scaling for efficiency and impact

Recommended student population breakdown:

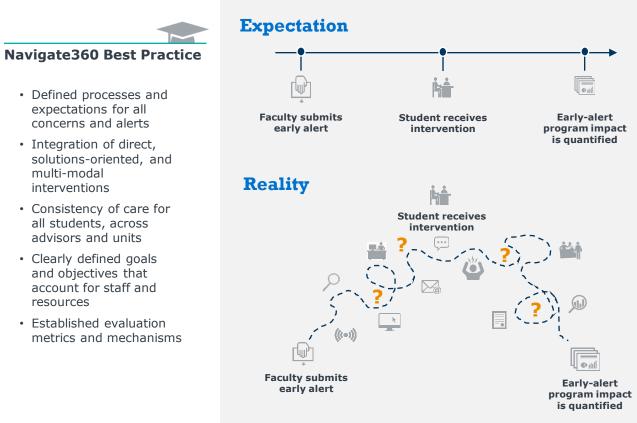
5% High | 25% Moderate | 70% Low

Differentiated Outreach Calendar

Why? Expands on outreach calendar to segment into specific populations of need with the goal of aligning staff time to best improve their outcomes

Score	Maturity Standard	Key Navigate360 Features
0	Minimal to no utilization	 Advanced Search Student Lists Messaging campaign Data inputs such as markers, model, population health, surveys, etc. Workflow automation
1	• At minimum once every month outreach calendar of activities exists for at least 1 advising department on campus that includes differentiated support by at least 3 student populations	
2	 At minimum, every other week outreach calendar of activities exist with the full advising service area on campus that includes differentiated support by at least 3 student populations 	
3	 A week-by-week outreach calendar leveraging messaging campaigns exists with your full advising service area on campus and includes differentiated support by at least 3 student populations Example communication templates and monitoring is in place for completion Other service areas (as appropriate) leveraging messaging campaigns 	

Intervention Pathways for Concerns and Alerts



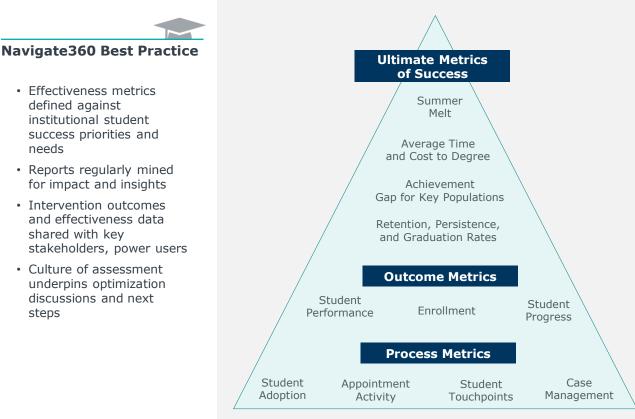
Intervention Pathways for Concerns and Alerts

35

Why? Coordinates campus resources to ensure active concerns are referred to the appropriate resources efficiently.

Score	Maturity Standard	Key Navigate360 Features
0	Minimal to no utilization of the key features listed below	
1	 Each alert has a documented intervention workflow (and closed loop reasons) and content associated with it Categories and tags reviewed (including appropriate permissions) to ensure valuable for outreach 	 Staff initiated to-dos Campaigns Advanced Search Student Lists Tags & Categories (and by care unit) Alerts and Cases Workflow automations
2	 Cases are configured for at least some applicable alerts; alerts have been permissioned at care unit level as appropriate Alert communications and pathways are reviewed on annual basis Staff initiated to-dos are in place to help manage actions 	
3	 Multiple alert automations have been configured to streamline alert management Desired outcomes of Alerts and Cases are clearly articulated and assessed annually Case performance is assessed to determine if success rates can be improved 	

Evaluation of Intervention Effectiveness



Evaluation of Intervention Effectiveness

Why? Create state of constant assessment where evaluating your efforts and reassessing your intervention approaches.

Score	Maturity Standard	Key Navigate360 Features
0	Minimal to no utilization	reatures
1	 Reports generated and shared by request or reviewed only by App Admin/Program Owner; Primarily reporting on overall volume and completion 	Intervention Effectiveness Reports / Automated Reports Student Lists
2	 Reports generated and analyzed on a term basis; shared with Navigate360 leadership team Intervention effectiveness used to compare performance of interventions 	 <u>Student Lists</u> <u>Tags</u> <u>V3 Reports (Coming</u> Soon) <u>Appointment Feedback</u> (Coming Soon)
3	 Broader impact assessments shared with campus leadership and key stakeholders on annual basis; information used to inform institutional resource allocation and prioritization Ad hoc analyses of students who fit various criteria are done annually through Intervention Effectiveness 	