

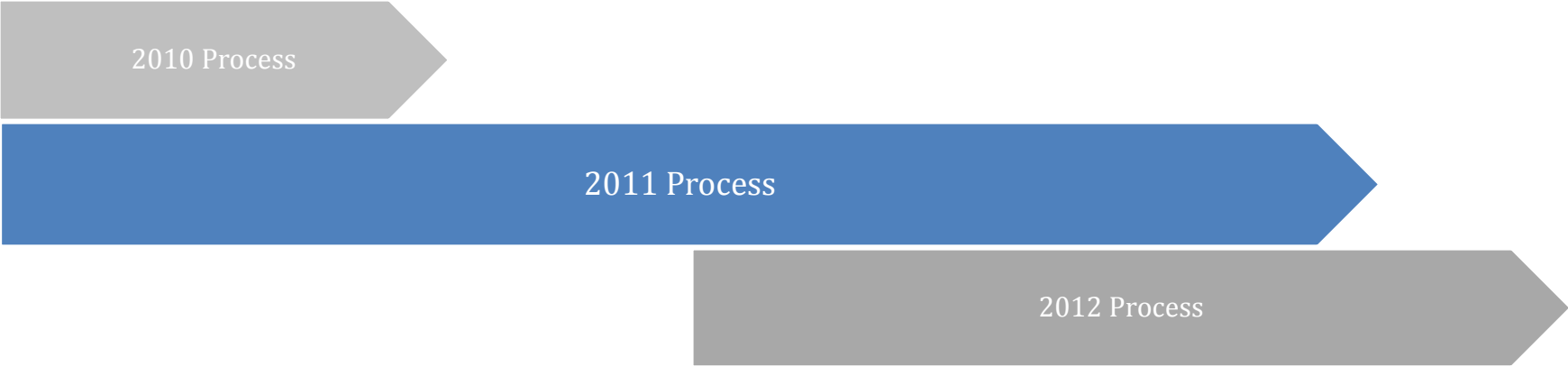
DRAFT
Data Collection Process Snapshot
Class of 2011

2011 Data Evolution & Alumni Classifications

*START:	November	Dec 1	Dec 15	Jan 1	Jan 15	Feb 1	Feb 15	March 1	END: March 15
Employed (engaged in work that is compensated, full-time, part-time, short-term, or long-term)									
Unknown (have not responded, unable to make contact, or not found)									
Seeking (Unemployed & seeking work)									
Continuing Education (enrolled in accredited programs)									
Not Seeking (unemployed but not seeking paid work)									
Total Class Size:									467

*First categories (i.e. Unknown & Seeking) to receive outreach based on surveys completed in the spring of 2011.

Annual Data Collection Process Timeline
Classes of 2010, 2011, and 2012



2011 Data Collection Process Steps

	September 2011	October 2011	November 2011	December 2011	January 2012	February 2012	March 2012
External impacts on the data collection process:		ABA 2010 deadline, notification of delay for NALP, ABA 2011 questionnaires & instructions		Receipt of final NALP 2011 questionnaire & instructions	Receipt of final ABA data requirements & instructions	NALP 2011 deadline (original)	ABA 2011 deadline & extended NALP 2011 deadline
Steps in the data collection process:	*Continuation of ABA data gathering for class of 2010 Request & gathering of prep info (ie final class size & names) from Registrar Reconciliation of data from Registrar with that in CareerLink Preparation & work with Student Affairs on selected initial outreach	*Completion of ABA data reporting requirements for class of 2010 – including adaptation of new process & submission of individual alumni data Continuation of CareerLink preparation & clean up	Selecting & hiring Consultant/Temp Finalization of 2011 class lists with info from Registrar Continuation of CareerLink reconciliation & preparation of reports Request of information on JDDFs Creation of mass email templates	Consultant/Temp starts Strategic planning of process & documentation 2nd & 3rd mass emails sent to Unknowns Extensive online research & social media search on alumni Twice weekly team strategy meetings, total of 4	Hard copy mass mailing to Unknowns & Seeking sent to 2 addresses Outreach via individual calls & emails to Unknowns 2nd mass email sent to Seeking 4nd mass email sent to Unknowns Continuation of social media research on alumni	Outreach via individual calls & emails to Seeking Continuation of outreach via individual calls & emails to Unknowns Reconfirmation through individual calls & emails with Seeking contacted in Jan 3rd & 4th mass emails sent to Seeking	Continued outreach via individual calls & emails to locate Unknowns, confirm info, or find missing info Continuation of outreach via individual calls & emails to Seeking

September 2011	October 2011	November 2011	December 2011	January 2012	February 2012	March 2012
efforts		1 st mass email sent to Unknowns 1 st mass email sent to Seeking	Daily update & planning meetings btw Manager & Consultant/Temp Creation of binders for documentation of hard copies of surveys, resumes, & all info gathered	Coordination with JDDF program dir Twice weekly team strategy meetings, total of 8 Organization for further OCPD outreach Office wide meeting to provide outreach instructions & project status updates Daily update & planning meetings btw Manager of Employer Relations & Consultant/Temp	5 th & 6 th mass emails sent to Unknowns Continuation of social media research on alumni Work with faculty & senior staff to locate Unknown & unresponsive alumni Twice weekly team strategy meetings, total of 8 Daily update & planning meetings btw Manager of Employer Relations & Consultant/Temp	Continuation of data clean up, proofing, filling in missing information, checking for consistency Reconciliation of NALP & ABA requirements for consistency Weekly team strategy meetings Daily update & planning meetings btw Manager of Employer Relations & Consultant/Temp Production of reports & data analysis on CareerLink Project wrap up,

September 2011	October 2011	November 2011	December 2011	January 2012	February 2012	March 2012
				Additional meeting to address “questions” & considerations of data & classifications, total of 2	Additional meetings to address questions & considerations of data & classifications, total of 4	documentation, & creation of recommendation for 2012 class
				Production of reports & data analysis on CareerLink	Production of reports & data analysis on CareerLink	Continued coordination & communication with NALP & ABA
				Maintenance & organization of hard copies of surveys & info collected for documentation	Maintenance & organization of hard copies of surveys & info collected for documentation	Submission of NALP data
				**Strategy meeting with OCPD counselors for Class of 2012 process		Submission of ABA data
						**Continued email outreach to class of 2012 in preparation for data collection & graduation
						**Meeting with SBA President to lay foundation for 2012 process & prepare messaging

	September 2011	October 2011	November 2011	December 2011	January 2012	February 2012	March 2012
					**1 st email outreach to class of 2012 in preparation for data collection & graduation	Data clean up, proofing, filling in missing information, checking for consistency.	**Meeting with Admissions & Student Services work groups to educate & collaborate for Class of 2012 process
Staff resources involved:	Assistant Dean Director Manager of Employer Relations Registrar's Office Student Affairs	Assistant Dean Director Manager of Employer Relations	Assistant Dean Director Manager of Employer Relations Consultant/Temp Assistant Dir of Public Interest Registrar's Office	Assistant Dean Director Manager of Employer Relations Consultant/Temp Counselor Assistant Dir/Counselor	Assistant Dean Director Manager of Employer Relations Consultant/Temp Counselor Resources Coordinator Front desk staff (2) Assistant Dir/Counselor Registrar's Office	Assistant Dean Director Manager of Employer Relations Consultant/Temp Faculty & Senior Staff Dean Jaffe & Student Affairs Dean Grossman's Office Registrar's Office	Assistant Dean Director Manager of Employer Relations Consultant/Temp Dean Jaffe & Student Affairs Registrar's Office Dean Grossman's SBA President Admissions & Student Services Work Groups

*Indicates the Class of 2010 data collection process and when it overlaps with the Class of 2011 process.

**Indicates the Class of 2012 data collection process and when it overlaps with the Class of 2011 process.