

<b>Project Name:</b>	<b>Common Scholarship Application</b>
<b>MIU Round:</b>	Round 2
<b>Sponsor(s):</b>	Division of Enrollment Management, Office of Student Financial Aid
<b>Coordinator(s):</b>	Mary Hillstrom, Jim Buske
<b>Report Date:</b>	Year 1, July 2011

**Project Specific Goal and Measures**

<b>Project Impact Measure(s)</b>	<ul style="list-style-type: none"> <li>• Develop and deploy a common scholarship application (CSA) module for students to use to apply for scholarships.</li> <li>• Increase the number of functions available on top of the base application.</li> <li>• Increase the number of schools, colleges, and departments using the CSA application.</li> <li>• Increase the number of scholarships available in CSA as well as the number appearing on the public website.</li> <li>• Increase the number of completed scholarship applications.</li> <li>• Broaden the availability of CSA to undergraduates in all schools and colleges.</li> </ul>
<b>Project Impact Data Source(s)</b>	CSA project staff will provide information about use of the application.
<b>Baseline Measure(s)</b>	Program did not exist before so baseline measures will be the first year usage data.

**General MIU Goals and Measures (applicable to project)**

F	Decreased achievement gaps	The CSA allowed Information about financial need to be more widely available to scholarship officers allowing discretionary awards to be targeted to the most needy students.
G	Attention to diversity in new hires	Open positions were recruited with the assistance of a consultant trained in diverse hiring practices. Positions were promoted in local minority-serving publications. Position notices were sent to the Urban League of Madison and Centro Hispano.
I	Unintended Benefits	Implementation of the CSA has brought scholarship officers together from schools and colleges that would have not otherwise worked together. Development of the CSA has prompted discussions about the feasibility of having a common scholarship cycle for UW-Madison students. Implementation of the CSA has increased scholarship applications from UW-Madison students, creating workload issues in the College of Letters and Science.

## Common Scholarship Application, Part 2

### Progress Reports

Year 1

1. Several modules were added to the base CSA functionality including:
    - Communication module allowing scholarship officers to communicate via email with scholarship applicants and awardees.
    - Awards module allowing gathering of metrics and statistics about usage of CSA and scholarships awarded.
    - Module to automatically generate spreadsheets from scholarship awards for direct uploading to the Bursar's Office disbursement program.
    - Online awards module allowing scholarship officers to streamline the awarding process and for students to review and accept awards online.
    - External evaluation module allowing scholarship applications to be assigned to faculty or administrative evaluators for online review and scoring.
    - Developed functionality to allow multiple choice questions in the online student application.
    - Developed a "My Profile" enhancement that allows students to keep track of activities (employment, volunteer service, leadership and extracurricular activities, awards, honors etc.) during their entire undergraduate career.
    - Started analyzing the business requirements for the reporting module.
  2. Developed a staff training curriculum and documentation for four courses. A fifth class (Awarding) is being developed.
  3. Piloted training, assessed feedback, and tweaked software interface for ease of use and enhanced security.
  4. Usage in the first year began with 21 departments/schools. All seven school/colleges with undergraduates are using the CSA. Discussions are underway with other units with scholarships about the feasibility of using CSA.
  5. 199 new scholarships were added to the public website since April 2010.
-