

Year 1

Quarterly Report

October November December 2016

Title III

“Strengthening Institutions”

Grant



Title III Staff:

Tammye Merida, Title III Coordinator

Mary Ann Hudson, Activity Director

Tiffany Bradshaw, Administrative Assistant

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Background Information

The LBWCC community consists of at-risk students who need non-instructional support to complete their course of study. According to fall 2014 data, 94% of LBWCC's credit students were classified as first-generation, low-income, or academically underprepared. Some of the challenges students face are financial problems, lack of study skills, and cultural barriers. It was determined that new student services and instructional programs were needed to fill educational and skills gaps. The strengths and weaknesses of the College were identified in the project narrative to develop the grant objectives.

Objectives

The Title III grant objectives are:

1. Increase student graduation rate.
2. Increase fall-to-fall retention.
3. Improve student and faculty satisfaction with advising.
4. Increase occupational advisory committees' satisfaction with career technical curricula.
5. Increase the number of career technical students attaining in-field employment.
6. Increase the number of students enrolled in career programs.

Start-Up

Task 1 (Advisory Committee Established). The Title III Advisory Committee was formed and the first meeting was held on November 23, 2016, on the Andalusia Campus. As outlined in the grant, this committee consisted of the following members:

- Peggy Linton, Dean of Instruction
- Jason Jessie, Dean of Student Affairs
- Greg Aplin, Associate Dean of Instructional Technology
- Dr. Shannon Levitzke, Director of Institutional Effectiveness and Quality
- Four instructors recommended by division chairs—(1) Mary Cross—STEM division, (2) Renee Faust—Health Sciences division, (3) Maria Thigpen—Business, Humanities, Social Science, and English division, (4) Joy Davis—Technical division.
- Two student services staff recommended by the Dean of Student Affairs—(1) Wendy Johnson—Counselor, and (2) Jan Riley—Registrar.

During this first meeting, the committee was informed of the job descriptions for the Title III Coordinator and the Title III Activity Director. The Coordinator spends 50% of the time working with the grant each week whereas the Activity Director is 100% devoted to the grant.

Task 2 (Support Staff Employed). Mary Ann Hudson began her duties as Activity Director on December 22, 2016, and her office will be located in the Vernon L. St. John Computer Science (G) Building on the MacArthur Campus.

On October 4, 2016, Tammye Merida and Mary Ann Hudson met to discuss the job description and posting announcement for the Administrative Assistant position. The position posted on October 13, 2016, and closed on November 14, 2016. Joy Davis, Office Administration instructor, developed a performance test to be used during the interview process. The performance test was approved on November 2, 2016.

Task 3 (Preliminary Data). Preliminary data was gathered during grant development to support the objectives. Below is a list of the objectives, baseline data, and grant goals:

Objectives	Baseline*	Goal
1. Increase student graduation rate	21%	31%
2. Increase fall-to-fall retention	52%	62%
3. Improve student and faculty satisfaction with advising	64%	80%
4. Increase occupational advisory committees' satisfaction with career technical curricula and equipment	75%	90%
5. Increase the number of career technical students attaining in-field employment	64%	75%
6. Increase the number of students enrolled in career technical programs	530 students	580 students

*Based on 2014 data collected during grant development from Institutional Effectiveness Director, Dr. Shannon Levitzke.

Coaching Strategies

Task 1 (Two-Year Contract—Student Coaching Service). The Title III staff used goals and activities outlined in the grant to develop the bid specifications for the coaching program. Title III staff presented the bid specifications to the Business Office to assist them in creating the bid announcement for the coaching service. Bids were submitted to three vendors. The vendors were informed the RFPs for the coaching services should be submitted to Lynne Dayton no later than November 29, 2016. On December 1, 2016, an award letter was sent to Aviso for submitting the lowest bid and meeting the needs of the grant. Aviso sent the contracts to the Title III Coordinator, and Dr. Riedel will sign in January after Christmas break.

Advising Strategies

Task 1 (Faculty Advisors Professional Development). Faculty members Shannan Spurlin, Sharon Stricklin, and LeAnn Judah attended the NACADA (National Academic Advising Association) Conference representing the STEM group on October 5-8, 2016. Shannan, Sharon, and LeAnn brought back valuable advising information to improve advising on all campuses. The instructors completed a conference evaluation form and submitted to Mary Ann Hudson, Activity Director. Mary Ann Hudson and Tammye Merida spoke with the faculty members via Canvas conference call on November 10, 2016.

Task 2 (Redesign of Orientation Section). Student orientation and advising is also a part of the QEP for the College. Faculty and staff at the College voted during fall semester of 2015 to revamp the First-Year Experience, and the QEP Team had already started the revision phase of the orientation course. Upon receiving the Title III grant, Peggy Linton, Dean of Instruction, Mary Ann Hudson, Activity Director, and Tammye Merida, Title III Coordinator, met with Shannon Lightsey, QEP Chairperson, to discuss how to meet with the objectives of the QEP and the Title III grant.

New Program Development Strategies

Task 1 (Recruit and Hire Industrial Systems Instructor). The Human Resources Department posted a position announcement for an industrial systems instructor on November 1, 2016, with a closing date of November 30, 2016. After the closing date, the Search Committee met with Dr. Riedel to interview the candidates who met the minimum qualifications for the position. After the interviews, Johnny Wallace (J. L.) was offered the position and he accepted. Mr. Wallace will begin employment on January 3, 2017.

Task 2 (Industrial Systems Professional Development). Industrial electronics instructors attended a SMC Mechatronics Workshop at Wallace-Hanceville on November 21 - 22, 2016. More professional development is planned for 2017.

Task 3 (Industrial Systems Option Developed). The industrial systems option course list was developed by the industrial electronics instructors and submitted to the Dean of Instruction, Title III Coordinator, and Title III Activity Director. During the program development process, it was decided to develop the industrial electronics short certification, industrial systems option, and electromechanical option at the same time instead of waiting until Year 2 to develop the electromechanical option. A letter was sent to SACSCOC notifying them of our intent to offer program options to an already existing program. The *Course Revision/Addition* forms and *Academic*

Substantive Change forms were completed and will be presented to the Instructional Council in January.

Financial Report

The Title III Advisory Committee received a copy of the quarterly financial report.