

Year 1

# Quarterly Report

January February March 2017

## Title III

# “Strengthening Institutions”

## Grant



Title III Staff:

Tammye Merida, Title III Coordinator

Mary Ann Hudson, Activity Director

Tiffany Bradshaw, Administrative Assistant

## Second Quarter Report 2017

### Background Information

In the introduction of the Title III grant, the strengths and weaknesses of the institution were identified to give background information. This information was used to identify 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).** *Task Completed*

**Task 2 (Support Staff Employed).** *Task Completed for Year 1*

**Task 3 (Preliminary Data).** *Task Completed*

### Coaching Strategies

**Task 1 (Two-Year Contract—Student Coaching Service-*In Progress*).** Contracts with Aviso were signed by Dr. Riedel and submitted via email January 3, 2017, to Sarah Hood, Aviso Client Success Manager.

Aviso IT Department is working closely with the LBWCC IT Department to begin the integration of Aviso, Canvas, and Alliant. A server was purchased to manage data needed for the Aviso software. Aviso software training for the Activity Director will begin May 1<sup>st</sup> when the software is expected to be fully implemented. The Activity Director is receiving advising professional development from the Aviso staff and Central Carolina Community College.

Heather Taynor, Aviso Representative, met with various departments on February 7, 2017, for a Discovery Visit on the Andalusia Campus. Faculty and staff members attended the sessions from all campus locations.

### **Advising Strategies**

**Task 1 (Faculty Advisors Professional Development-*In Progress*)**. Tammye Merida, Tiffany Bradshaw, and Mary Ann Hudson met with Christy Lock, Assistant Director for Student Academic Success, and Patricia Davis, Associate Director, First Year Advising at the University of South Alabama on March 13, 2017.

Michelle Goosby, Math instructor, attended the National STEM Collaborative Conference at the University of Alabama on March 31, 2017.

**Task 2 (Redesign of Orientation Section-*In Progress*)**. Mary Cross, STEM lead faculty member, has been working with the QEP team to develop the revised orientation course ORI101-A. On February 10, 2017, the STEM faculty met with Mary Ann Hudson to discuss the new orientation class and advising updates to the LBW Experience course. Ms. Cross presented the PowerPoint slides instructors will use to teach ORI101A. There are 16 modules in the course:

Module 1-Course introduction including Canvas, myLBWCC, Aviso, Savvy Saints, and campus information

Module 2-College student expectation

Module 3-Study skills

Module 4-Student Support Services and College Policies

Module 5-Career information

Module 6-Degree plan and STARS guide

Module 7-Scheduling

Module 8-Communications

Module 9-Student Services

Module 10-Critical Thinking

Module 11-Information Literacy

Module 12-Budgeting

Module 13-Networking and Resumes

Module 14-Cover Letter and Job Interview

Module 15-Reflection

Module 16-Course Review

### **New Program Development Strategies**

**Task 1 (Recruit and Hire Industrial Systems Instructor-*Task Completed*)**. Johnny Wallace began employment on January 3, 2017. Allen Teel, Division Chair for Advanced Manufacturing, conducted the new employee orientation.

**Task 2 (Industrial Systems Professional Development-*In Progress*)**. Johnny Wallace and David Worley are scheduled to attend Siemens Basic Training in May and the Siemens Advanced Training in August. The Siemens Basic Training class will provide industrial systems training for instructors and the Siemens Advanced class will provide electromechanical training.

**Task 3 (Industrial Systems Option Developed-*In Progress*)**. On January 6, 2017, Allen Teel, Division Chair for Advanced Manufacturing, presented to the Instructional Council the Substantive Change forms and the Addition/Deletion Course forms for the electronics program options to be implemented Fall 2017. The Council approved all forms and the Dean of Instruction, Peggy Linton, submitted them to Dr. Riedel for his signature. After the Instructional Council approved the forms, the *Addition of an Option, Track, Specialization, or Concentration, Etc., to an Existing Program* form was completed and submitted to the Alabama Community College System Office on January 9, 2017. The College received a memorandum from Trish Jones, Governmental and Academic Affairs Officer at the System Office, on behalf of Dr. Lock to approve the program options. The options were placed on the ACHE agenda for March.

Dean Peggy Linton attended the ACHE meeting on March 10, 2017. The Commission approved our request and followed up with a formal letter on March 14, 2017.

Johnny Wallace, Industrial Systems instructor, and the industrial electronics instructors are working on course development including lesson plans, task sheets, and Canvas recordings. The robot and mechanical trainers required for the new courses were estimated at over \$15,000. Bid specs were submitted to the Business Office to generate the RFP. The RFP was mailed to three vendors on February 23, 2017. The bid opening took place on March 15, 2017, and was awarded to Southern Educational Systems. Tiffany Bradshaw, Administrative Assistant for the grant, worked with J. Wallace, A. Teel, D. Worley, and T. Newton to prepare the requisition for order placement. Because the equipment is manufactured upon request, the company stated an eight-week turnaround. The instructors will receive professional development training on the equipment during the summer and will be prepared for courses in the fall.