

Year 3
Quarterly Report

January February March 2019

Title III

“Strengthening Institutions”

Grant



Title III Staff:

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Year 3: Second Quarter Report 2019

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.

Coaching Strategies

Task 1: (Employ one additional coach for Greenville Campus.) *On-Going*

- The success coaches from the Andalusia and MacArthur Campuses are currently providing coaching services for the students on the Greenville Campus.

Task 2: (New coach participates in professional development.) *On-Going*

- The Andalusia and MacArthur success coaches continue to receive professional development training from the Title III Activity Director.
- The success coaches attended a Federal Job Application Workshop presented on the MacArthur Campus to provide employment information for students.
- Title III Activity Director scheduled a meeting with Heather Taynor in May to provide data collection professional development for the success coaches.

Task 3: (All coaches make outreach contacts.) *On-Going*

The coaches continue to make outreach contacts on all campuses.

- Andalusia Campus Success Coach:
 - Assisted the Director of Student Success in sponsoring a leadership seminar hosted on the Andalusia Campus. Timothy Alexander, leadership speaker, motivated students to become future leaders. This event was sponsored by Title III supplemental funding.
 - Attended a Federal Job Application Workshop on the MacArthur Campus to gain knowledge about the federal job application process.

- Contacted online students to provide on-campus computer lab availability information. Students were also encouraged to contact the success coach if tutoring assistance was needed.
- Assisted students with scholarship searches, application deadlines, essay review, and thank-you letter preparation.
- Assisted transfer students in locating financial aid options and transfer options to four-year institutions.
- Increased on-campus presence to meet students during class transition periods to discuss current grade progress and student survey assistance.
- Contacted students with low grades and offered assistance to improve grades.
- Emailed students with incomplete grades from fall 2018 to encourage them to complete remaining assignments and inform them of the deadlines for completing the assignments.
- Contacted students enrolled in the Orientation course to encourage them to complete the course.
- Assisted undecided students with O*NET website to help narrow career choices.
- Increased communication with faculty members to provide assistance to students having difficulty in class.
- Viewed “Combatting the Barriers to College Completion from Day One” and “Task and Action Training Plans” webinars to assist students with barriers to complete their degree.
- MacArthur Campus Success Coach:
 - Provided a session on “selecting all that apply” test questions and test anxiety for the nursing students. Handouts were also provided.
 - Partnered with Student Support Services to provide popcorn for nursing students while discussing their challenges in completing the nursing program.
 - Met with diesel, cosmetology, electronics, sonography, nail technology, and esthetics students to share student success coaching, LBWCC email, AVISO, and Canvas updates.
 - Emailed students to remind them of Saints e-mail login information and important dates to remember (midterm, registration, and financial aid).
 - Participated at the College 101 session on the MacArthur Campus to introduce students to success coaching.
 - Emailed students to inform them of scholarships available and the deadline for submission. Students were informed the success coach would be available to assist them with the application. Instructors were also informed so that they could encourage students to complete scholarship applications. Seven students were assisted.

- Partnered with Student Support Services to sponsor Valentine BINGO. This gave the success coach an opportunity to interact with students and offer assistance.
- Updated the bulletin board in the Administration Building to read, “Dreams Don’t Work Unless You Do,” in order to encourage students.
- Emailed students with low midterm grades to assist them with test taking strategies and tutoring assistance to improve grades.
- Mailed letters to 32 students who had two or more low midterm grades to provide assistance to improve their grades.
- Visited all technical instructors on the MacArthur Campus to promote the National Technical Honor Society. Instructors were also given a list of students who were qualified to participate. The LBW Foundation provides assistance with the membership fees.
- Contacted 23 students who were not registered for spring semester to encourage them to return summer semester.
- Attended a Federal Job Application Workshop on the MacArthur Campus to gain knowledge about the federal job application process.
- Greenville Campus (Andalusia and MacArthur Campus Success Coaches):
 - Assisted the Director of Student Success in sponsoring a leadership seminar hosted on the Greenville Campus. Timothy Alexander, leadership speaker, motivated students to become future leaders. This event was sponsored by Title III supplemental funding.
 - Provided weekly follow-up via face-to-face communication, phone calls, and email messages with students.
 - Attended the Christian Ministries monthly meeting to communicate with students.
 - Assisted with Saints Day activities to meet new students to share success coaching information.
 - Attended the “Nachos & Yoga” event to meet new students.

Task 4: (Coaches provide 3+ meetings with each student interested in participating.)

On-Going

- The Andalusia and MacArthur success coaches continue to actively coach students on all campuses.

Advising Strategies

Task 1: (Pilot ORI Business, Humanities, and Social Sciences sections.) *Completed*

Task 2: (Faculty advisors participate in advising and retention professional development.) *Completed*

- The Allied Health division chair and the Physical Therapist Assistant program director attended the NACADA Conference in Mobile, Alabama March 13 and March 14. Information from the conference will be utilized to develop the orientation course for health science programs.

Task 3: (Redesign Orientation Course for Health majors with new course outlines, syllabi, and materials.) *On-Going*

- The Title III Activity Director met with the Orientation Curriculum Committee on March 1 and March 18 to review orientation modules and make improvements. The health science programs will be teaching orientation sections beginning Fall 2019.

New Program Development Strategies

Task 1: (Electromechanical short certificate piloted.) *Completed*

Task 2: (Recruit and hire Occupational Therapist Assistant—OTA instructor.)
Completed—Physical Therapist Assistant Program Director hired

**Due to the Accreditation Council for Occupational Therapy Education (AOTA) requesting to eliminate the associate degree program to offer a baccalaureate PTA degree, the Title III staff requested to seek accreditation for a Physical Therapist Assistant (PTA) program which is also a high-wage, high-demand program in our service area.*

- The Title III staff worked during the month of March to locate documentation needed for the *Application for Candidacy*. The PTA Program Director is in the process of completing coursework and objectives for three courses.
- The PTA Advisory Committee met on March 21, 2019 at 3 p.m. on the Greenville Campus.
- The Title III Administrative Assistant is developing the PTA Web page on the LBWCC Web site.

Task 3: (PTA instructor participates in professional development.) *On-Going*

- Arrangements have been made for the PTA Program Director to attend the New Faculty Development Workshop sponsored by the Academy of Physical Therapy Education in Chicago, Illinois, July 11 - 14, 2019. This workshop will help the instructor understand different learning styles when planning educational activities, design strategies to integrate and document the scholarship of teaching and learning, and design a curriculum appropriate for the physical therapist assistant program.

Task 4: (PTA Associate in Applied Science Program developed with input from DACUM panels.) *On-Going*

- The PTA Program Director, Allied Health Division Chair, and Title III Activity Director are developing the curriculum, course syllabi, and course objectives for the program. Accreditation documents are being developed as well.

Task 5: (Greenville Campus—site for PTA program.) *On-Going*

- The PTA program will be located on the Greenville Campus; major renovations are not required.

Task 6: (Purchase equipment and supplies for PTA courses.) *On-Going*

- The Title III staff began purchasing equipment and supplies in Year 2 of the grant and will continue to purchase items as courses are developed.

Task 7: (Recruit PTA students; recruitment of Industrial Systems and Electromechanical students continues.) *On-Going*

- The College cannot recruit PTA students in the “Developing Program” accreditation stage. The College continues to recruit Industrial Systems and Electromechanical students.

Evaluation Strategies

Task 1: (Conduct formative evaluation.) *On-Going*

- The Title III staff will continue to evaluate the objectives quarterly in Year Three of the grant.

Task 2: (Conduct summative evaluation.) *On-Going*

- Title III Evaluation Committee Chair reviewed Year Two’s activities and submitted the annual report to the Title III staff January 2019.
- The Title III staff submitted the Year Two Annual Performance Report to the U.S. Department of Education on February 28, 2019.

Supplemental Funding Activities

The College was awarded supplemental funding for Year Three to improve academic success. The Director of Student Success is working with the Title III staff to accomplish the approved activities. The activities include fostering knowledge of the common rights and responsibilities of American citizenship and civic participation, supporting instruction in financial literacy and higher education financing and repayment, and understanding diversity in a community college setting.

The Director of Student Success performed the following tasks in the second quarter of Year 3:

- Contacted several companies to obtain samples of financial literacy brochures.
- Collaborated with the Director of Student Activities to schedule Timothy Alexander to speak at the Andalusia and Greenville Campuses February 19-20. Flyers were placed on campus bulletin boards and an email was sent to faculty and staff.
- Cancelled registration for the annual NASPA Conference in March. The financial wellness seminar will be held as a separate conference in June.
- Registered Title III Activity Director, Success Coaches, and Director of Student Success for the NASPA Student Financial Wellness Conference in Orlando, Florida June 16-18.
- Registered Title III Activity Director and success coaches for the Higher Education Financial Wellness Summit in Bloomington, Indiana July 14-July 16.
- Secured leadership speaker for the MacArthur Campus.
- Contacted the Director of Financial Aid and Assistant Director of Financial Aid to obtain information for the financial workshop for parents.
- Met with history instructor to discuss a speaker for Constitution Day to be held on the Andalusia Campus September 17, 2019.
- Researched entrepreneurship conferences for business faculty; Associate Dean of Adult Education, Workforce Development, and Continuing Education; and Associate Dean of Institutional Advancement.
- Met with the College President to discuss COPE program for faculty and staff. The session will be held September 20, 2019.
- Ordered marketing supplies (display stands) for all campuses. The stands will be used to market supplemental grant funding activities.