Core Team Meeting

Minutes

MEMBERS PRESENT: Bob Austin; Dr. Mike Bellah; Diane Brice (Data Team Member); Dr. Tamara Clunis; Lee Colaw; LuLu Cowan; Cara Crowley; Sharon Doggett; Melodie Graves, Ellen Green; Dr. Lana Jackson; Kara Larkan-Skinner; Patsy Lemaster; Dr. Paul Matney; Mark Rowh; April Sessler; Tony Thomas; Renee Vincent; Dr. Kathy Wetzel

Others present: Jason Norman
Recorder: Joy Brenneman

MEMBERS ABSENT: Pam George; Dr. Russell Lowery-Hart; Danita McAnally; Charlotte Rhodes; Jeanetta Smiley

INTERVENION TASK FORCE UPDATES (Bob Austin)

- Tutoring – Kathy Wetzel
  - See Notes attached
  - Marketing and communication is improving
    - New marketing tools should be available next week (per Ellen)
  - Example: What has happened in English with Writer's Corner and other tutoring over the last few years has been phenomenal

- Poverty – LuLu Cowan
  - Task force looked at what student resources were in place vs. what was wanted/needed
  - No Excuses Resource Network diagram has been created which includes the new Success Coach who will be hired this week (attached)
  - Trudy Banner is the triage to community resources; faculty and staff are urged to go directly to resources if they are aware of what is available and have connections
    - Referrals to AAF, Elia Moreno (Cal Farley's Coordinator, Community Engagement) and Specialty Coaches need to go through Trudy. Examples of Specialty Coaches include surgeons, dentists, housing, car repair, etc. Street Toyota recently became one of our Specialty Coaches.
    - Trudy is gathering data. Want to look at retention, grades, etc. after assistance is received. She has seen 125 students to date; created new forms for referrals and documentation; updates website regularly
  - AC Resource Fair was held September 13 to showcase internal and external resources available for students. Forty vendors set up tables, 250 students attended as well as faculty and staff
  - Discussion of some resources available
    - No Excuses Fund has been set up through the AC Foundation for those students

who have exhausted other avenues of assistance; Ellen suggested promoting this with an article in ""Plugged In" and other communication
- Benefit Bank (AC is 2nd largest user of this in Amarillo); need to market internally; increase referrals, and integrate with the Adult Students Program processes; visitors to the Food Pantry are also given a flyer with this information
- Mission Amarillo provides shoes to students and will be included in events promoting the Common Reader program
- Retention Alert
  - Task force is in the beginning stages of building a student index score to help create intervention strategies for students
  - In addition to San Jacinto Elementary, AC is working with the two other NENL elementary schools to add some No Excuses interventions on a smaller scale

- FYS – Lana Jackson
  - 34 faculty and staff were trained to teach the first FYS courses with more to be trained before next year
  - 393 ACE and GenEd students enrolled in Fall 2012 (exceeded expectations); includes Hereford and Moore County campuses
  - 125 students expected to enroll in Spring 2013 semester
  - Career Center has been involved and engaged with the FYS courses
  - First meeting with the new FYE advisory committee to be held soon
  - SACS recommendations – working to correct
    - Assessment measurements must align with other initiatives
    - Pre and post survey needs improvement

- Course Redesign – Cara Crowley
  - English piloted Spring 2012
    - Approx. 60% of students were in redesigned courses
      - 12 % increase in overall success rate in Comp I in comparison between redesigned sections vs. non-redesigned sections
      - 16% increase in overall success rate in Comp II in comparison between redesigned sections vs. non-redesigned sections
    - Re-piloting in Fall 2012
  - Met with math faculty last week
    - Initial results for re-designed courses are impressive
      - 76% success rate in Intermediate Algebra after first test
  - Met with Sally Search, course redesign consultant last week
  - Redesigns are planned or in process for History, Math for Business Decisions, Foundations of Math, College Algebra for STEM majors
  - 20 faculty are participating

- DevEd – No update

RETENTION ALERT EXPLANATION AND UPDATE (Bob Austin)

- Description (Bob)
  - Retention Alert is a Colleague module that allows faculty and staff to communicate with the appropriate person regarding concerns about a particular student
  - Piloted in Summer 2012
  - Fall 2012 - available for use by faculty and staff
  - Goal is broad adoption across campus

- Implementation (Jason)
  - All advisors received training during the summer
  - Now incorporated into everyday to-do lists and checked twice a day
  - Available through Web Advisor; Jason reviewed access instructions and process for submitting an alert
  - 164 students served to date (attendance problems are the biggest issue); it is making a difference
  - Additional trainings will be held in the future
    - Creation of a Jing was suggested; Jason working with Charles Hendrick
    - Need to work with CTL to track training for participants
  - Discussion of feedback responses
    - Jason/Bob will check to be sure responses aren't being sent to junk mail

LATE REGISTRATION POLICY REVIEW (Bob Austin)

- Prior to ending late registration, approximately 700 students were allowed to register late each semester
- After late registration was ended this semester, within 50 students of last year's enrollment
  - Effective marketing and communication likely played a part in the successful implementation
- Registration in online classes were also ended on Monday of the first week but will be extended to Friday of first week next semester.
  - Concern that some online teachers beginning checking and contacting students early in that first week; Diane will discuss with task force
- 3-4 additional 12-week courses were set up to accommodate need

NO EXCUSES SYMBOLISM (Mark Rowh)

- A task force will be formed to discuss ways to enhance symbolism for No Excuses per contract since we are the first No Excuses college
  - How can that be recreated on a college campus?
  - Mark will invite Penny Massie from College Relations to be on the task force
  -

OTHER DISCUSSION

- None

NEXT MEETING DATE: November 5, 2012; 1:00 – 2:00 pm; Library 113

I.   Overall goal of the Task Force, define "Expand tutoring" and "intervention point" which will be determined in the future after data is collected.
General goals: find what students actually need as opposed to what we THINK they need, reach more students across the curriculum. (Discussed possibility and effectiveness of more group/student led study groups. Have recently tried a few group review sessions – good results. MCC uses effectively .
II.   SWOT Analysis Summary - surprises, commonalities, observations, evidence based action plans by each department (in the future after data is collected)
S – personnel, location (some), administrative support
W – lack of consistent data, tutor pay (budget), space (for some), hard to find and keep tutors. Communication and coordination of service/faculty with course needs. Marketing and communication of services
O – to increase retention and enrollments, elevate AC's reputation, increase success in courses, increase engagement, training
T – budget, lack of consistency between institutional/grant supported tutoring services, buy-in from faculty, if administrative support shifts, costs, security and liability issues

III.   Data – determine standard set of data to be collected by all tutoring and reported regularly to Task Force - Kara is helping us with this

    A.   Most Important for our purposes: No Excuses Goals – how do these relate to tutoring assessment and how can tutoring support these goals?
        1. Completion of developmental courses and progression to credit bearing courses.
        2. Successful completion of gateway courses.
        3. Completion of attempted courses with a C or better.
        4. Persistence from term to term and year to year.
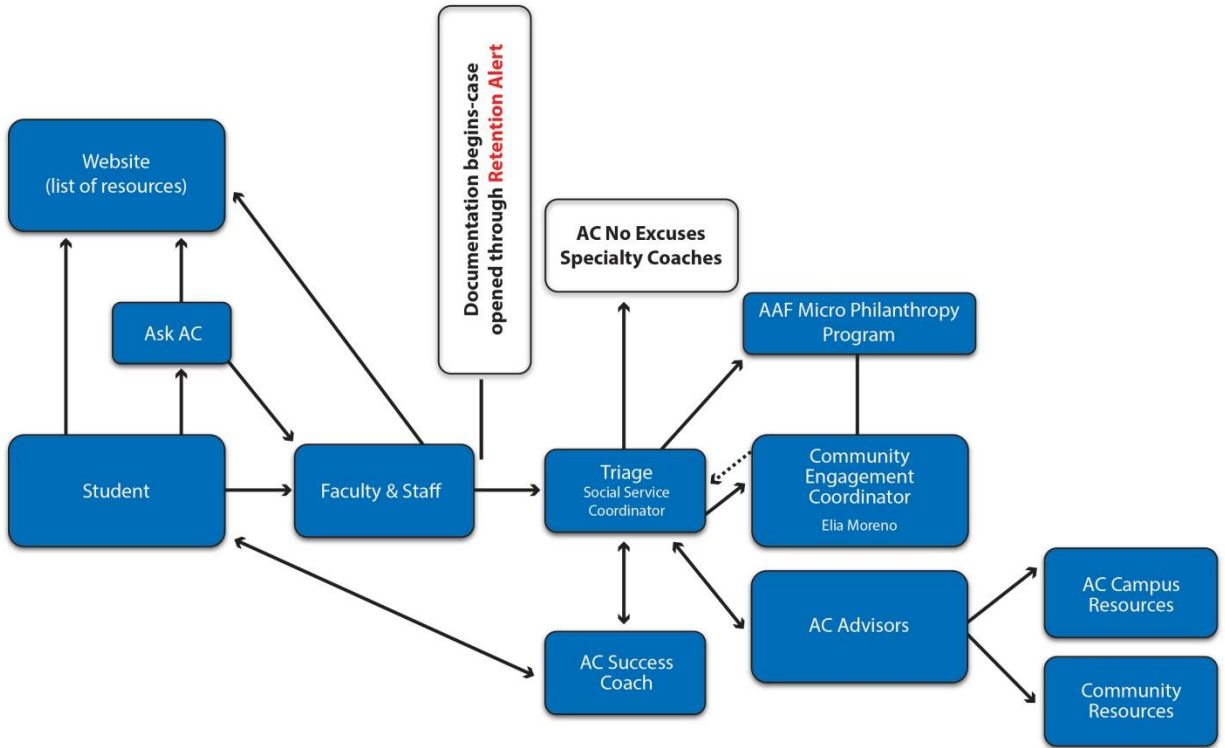   5. Attainment of credentials.

    B.   Student contact numbers and usage of services
    C.   Other goals specific to departments

IV. Budget and costs – still to be discussed

V.   Other factors affecting effectiveness and expansion – best practices, resources, duplication of services, meeting individual needs, collaboration and communication, training, "intervention point" etc. TBD by Task Force.
Gather information from "Leader Colleges" and training opps - Emily

No Excuses Support Network