

Title III – Pathways to Graduation Project Monthly Progress Report

Grant Year: 2016-2017

Month: January 2017

Year Two - Activity Objectives:

- Design cohort two Gateway Courses and toolkit
- Pilot enhanced assessment and analytics
- Pilot Completion Coaching
- Pilot Learning Commons
- Pilot cohort one Gateway Courses
- Evaluate progress in Year 2 and modify plan

Before the Spring 2017 semester started, the PGP staff worked on creating new handouts updating the existing ones. The completion coaches helped with advising new students. The Activity Director completed and submitted the Year One final report. The following is a summary of this month accomplishments.

1. Starfish

- The completion coaches created an easy to use handbook for Starfish for faculty use. This manual contains a set of basic instructions for tracking student attendance and academic progress in Starfish.
- We expended Starfish to students enrolled in cohort two courses this semester. There is a total of 912 students and 17 faculty members in Starfish this semester.
- We launched student progress surveys in January. This survey was used to identify students who have not attended every class or have not shown up at all during the first week. This survey was also used to identify students who are present but not prepared for class (books, writing utensils, calculators, laptops, apps, notebooks, binders, etc.)The following is a summary of the survey results.

Survey Name: Progress Survey 1

Survey Date: 1/24-1/29

Tracking Items: Keep Up the Good Work, Class Preparedness/Etiquette, No Show, Attendance Concern

Total number of surveys sent: 33

Total number of surveys completed: 16

Total number of individual faculty members received the survey: 17

Total number of individual faculty members completed the survey: 17

Total number of flags and kudos raised: 133

Total number of flagged students: 125

- Coaches provided a starfish training for faculty members who will be teaching cohort two Gateway Course.

2. Coaching Program

- Prior to the beginning of the Spring semester, completion coaches continued to advise freshmen enrolled in cohort one and cohort two Gateway Course. During the advising appointment, a Student Profile form was completed by each student. The form captures the students' contact information, educational and career goals, employment status, interests, and skills. This information is used by the Completion coaches to develop a holistic advising plan best suited to each student's individual needs and goals.
- At the start of the Spring semester completion coaches visited all cohort one and cohort two gateway courses, a total of 33 classes, and informed students in these courses about the coaching program and other resources available through the grant.
- Completion coaches continued to contact all flagged students and provide individual assistance. They have assisted a total of 74 students.
- Each completion coach was assigned a caseload of 300 students.

3. Gateway Course

- A total of 17 faculty members are teaching their courses using digital toolkits that they created in the previous semester.
- A systematic review and grade analyses of the cohort one Gateway courses taught using digital toolkits were performed. When compared to the same courses taught w/o digital toolkits, the course with digital toolkits had a slightly higher retention rate, but there was no improvements in the completion rates.

4. Learning Commons

- The Learning Commons hours of operations for this semester are: Monday through Thursday from 7:30am until 8:00pm, Friday 7:30am until 7:00pm, Saturday from 10:00am until 2:00pm and Sunday from 11:00am until 5:00pm.
- The Instructional Design Librarian is also available in the Learning Commons to assist students with research and citation.
- A total of 64 part-time peer and professional tutors are hired to assist students in a wide range of subjects.
- A tutor training for new and some returning tutors was held to increase the effectiveness of support services in the Learning Commons.
- Learning Commons full-time staff visited 26 classes during the first week of the semester and promoted support services.

- The following is a summary of academic assistance provided in January 2017

Academic Support	January 2017 [h]
Open Lab	219
Study Rooms	32
Math Lab	170
Self-Study	0
One-on-one Tutoring	215
Grand Total	636

5. The PGP Team Meeting

Due to schedule conflict, the PGP team did not meet this month.