Title III – Pathways to Graduation Project
Monthly Progress Report

Grant Year: 2016-2017

Month: October

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

The contractor finally completed renovation of the Learning Commons. The NYS Office of Codes issued a certificate of occupancy. The IT department completed installation of computer station in the Math Lab, Writing Lab and Open Computer Lab. The Learning Commons staff officially moved to the new space on October 10th. Other highlights and tangible results of Year 1 activities include:

1. **Completion of Learning Commons**
   - Touch-up work
   - Doors installed
   - Glass Panels installed
   - Certificate of Occupancy was issued
   - Student workstations in the Math Lab and Writing Center were installed
   - Project Director, Activity Director, PGP architects, PGP contractor, and other college stakeholders met once to finalize the renovation process.

Work needed to be completed next month: Install a door on the storage closet, install the reception and librarian desks.

2. **Piloting Early Alert Software- Starfish**
   - Students, completion coaches, and eight faculty members have continued to use Starfish to monitor academic progress of students enrolled in the 17 sections of the first three Gateway courses. Currently, there is a total of 612 active students in Starfish.
   - Four faculty members started using Starfish to record attendance for their Gateway courses.

- Faculty like attendance features, but they complained about reporting.

- During the month of October, 9 faculty members raised 45 flags on 23 students in Starfish for attendance and academic deficiencies. Completion Coaches reached out to the flagged students and offered needed assistance.

Flags	
Attendance Concerns	34
Low Participation	11
Total Number of flags raised	**45**
Total Number of flags resolved	39
Kudos	
Keep up good work	6

There were several minor issues with Starfish this month. Class rosters disappeared for several days. Starfish tech support resolved the problem.

3. **Gateway Courses and Toolkit**
   - Five new Faculty Toolkit Teams (MA091, BI141, HI101, EN099, and DS00) met with the instructional designer in this month to review the material they have created last month.
   - Faculty member identified several difficult topics in their courses, and started creating innovative learning objects to enhance student learning.
   - Cohort one Gateway Courses faculty started using digital toolkits that they created last spring in their class. These 8 faculty members continue to meet with the Instructional Designer once a month to further learning objects in digital toolkits. The Instructional Designer started creating Blackboard accounts to store digital toolkits for these three Gateway Courses.

4. **External Evaluators**
   External evaluators, Dr. Kathrine German and Dr. Philip Sbaratta visited the campus October 27-28, 2016 to conduct the annual assessment. Among many positive things about our project, the evaluator stated, "Pathways to Graduation is off and running with a strong leadership, tremendous energy, and significant accomplishments.

5. **The PGP Project Team Meeting**
   On October 29, the PGP team met with the external evaluators and discussed the roles and responsibility of this work group.

6. **Completion Coaches**
   - Use email, make phone calls, send letters, and visited classes to reach out to flag students
   - Completion Coaches continued to work on resolving raised flags in Starfish.
   - In addition to Starfish students, coaches also helped students who were referred by other faculty.
   - Success team composed of faculty teaching Gateway courses, completion coaches, tutors, and the Activity Director met to discuss progress.

Method of Contact	Number of students	Number of students came for a coaching appointments
Student email	81	25
Phone call	47	13
Snail mail	21	10
Class visit	23	11
Others	11	9
Total Duplicated	183	68
Total Unduplicated	96	49

7. **Learning Commons**

The Learning Commons was finally completed and opened for students to use on October 10th. Shortly after the opening, it has become a place where students can meet and engage in collaborative learning to enhance their education. The renovated Learning Commons space, 8,714 sq.ft, became the integrated hub that combines welcoming learning space, technology, tutoring and coaching services, group study rooms, library resources and Iteach Learning Lab for faculty and staff. It is truly a state-of-the-art space that draws students to the tools that optimize their opportunities for success. In October, a total of 556 students used Learning Commons.