

Title III Advisory Committee Meeting 1.0 Minutes January 11, 2007

The Title III Advisory Committee met on January 11, 2007 at 1:00 p.m. in the Student Center Conference Room. Those in attendance were: Jean Baardsen, Beth Belcher, Shannon Cotnam, Fran Emory, Heather Hebert, Rick Hill, Patrick Keough, Cheri Marshall, Kim McGinnis, Louise Mathews, Janet Spriggs, Don Staub, and Jennifer Ulz. Johnny Underwood was not present.

Topics of discussion follow:

- Don Staub opened the meeting welcoming everyone in attendance. He introduced all members of the committee and emphasized the importance of each member's role both to the committee and to the college.
- The purpose of this initial meeting is to provide a brief overview of the Title III Grant, to establish both short term and long term goals, and to encourage open discussion in future meetings.
- The brief overview of the Title III Grant is as follows:
 - 5-year project, 1.6 million dollars, approximately \$300,000 a year
 - The 3 primary goals are:
 1. Improving assessment of Student Learning & Institutional Effectiveness
 2. Improving student retention through focus on Instructional Technology and Methodology
 3. Improving student retention through Advising
 - CAPS' role – Heather Hebert shares....
 - Career & Academic Planning Services (CAPS) was initiated to increase student retention directly. Students in General Occupational Technology (GOT) were growing at a rate faster than what the college could offer in terms of courses being offered at certain times. As a result, these students were placed in a holding tank and required some direction; thus, the need for CAPS.
 - Many college transfer students are undecided and need direction; hence, another need for CAPS.
 - In an effort to separate advising from registration is yet another need for CAPS. CAPS can offer more 1-on-1 assistance outside the registration period. They can reach more students. Advisors will be trained in this program.
 - Funding from the grant will enable CAPS to purchase computers, to train advisors, and to support other needs as they come available.
 - Distance Learning's role – Patrick Keough shares....
 - Distance Learning (DL) is multi faceted. There's a retooling initiative already in progress.
 - DL's goal is to take faculty to the next level via multi media. Patrick is working with 10 faculty members that represent a cross section of curriculums. Some faculty have very little experience in DL while others have extensive knowledge in this area.
 - Patrick and faculty members discussed professional development needs, evaluated instructional design, and established a plan to restructure their

- teaching methodologies. Each faculty has unlimited access to electronic material such as blackboard, course documents, pod casts, etc.
- With Title III funding, members of this pilot program will attend professional development training at other sites to include experts coming in to conduct appropriate training. Also, a workshop is planned for all faculty to receive either basic or advanced training in DL using T3 funding. This workshop is tentatively scheduled for the last Friday in January.
 - Patrick introduced the blog to the committee and indicated that everything pertaining to Title III will be housed here.
 - Per Don, Institutional Effectiveness is the crux of the grant and can be obtained by the following:
 - Collecting data on courses and on programs across the board
 - Establish outcomes for courses, programs, and offices -- not just write them, but analyze & act on that data
 - A step in the direction of gathering and analyzing is the Learning Outcomes Workshops that are scheduled for Jan 17 & 18, 2007. Terri Manning (Assessment Expert) is highly recommended by other colleges, and she will explain the values and importance of learning outcomes and what it takes for colleges to move in the direction of establishing these outcomes.
 - An evaluator (Rita O'Sullivan) will meet with Title III Advisory Committee during this week as well. She has extensive experience as an evaluator and lots of experience in Title III.
 - Long term goals will be based on the information obtained from the workshops and from faculty feedback.
 - Issues:
 - The budget is set. It will be used to buy equipment, to pay for consultants, to pay salaries, to send people out (professional development), etc. We must use forms mandated by the grant when allocating funds and all requests must be approved by Don and the Business Office.
 - Don's review – he would like committee members to evaluate his progress along the way.
 - The role of the group – everyone has something to offer. Don's intent is to maintain constructive dialogue throughout this project and to meet with committee members individually both to see how things are going and to ascertain how we can do things better.
 - Meeting schedule: The 4th Thursday at 3:00. Locations will vary.
 - Concerns:
 - Dr. Emory indicated that data shows that technical skills is not what's getting students into trouble; but, it's the course management skills, life skills, and time management that has a huge impact on course completion. In preparing students for DL courses, we must pay very close attention to this piece.
 - Louise indicated that the committee needs to track hours spent working with Title III for auditing purposes.

With no other business to discuss, the meeting was adjourned at 2:30 p.m.

Don Staub
Director, Title III