

Persistence & Completion Academy Minutes
January 15, 2019
1:30-2:30 p.m., FMTZ Conference Room

Present: Lee Allard, Benito Pacheco, Ian Williamson, Edward Martinez, Maria Sena, and Thomasinia Ortiz-Gallegos

I. Coaching Proposal Discussion

- Edward indicated that he has met with the Provost regarding the academic coaching model. She has indicated that the Deans are very supportive of this project.
- President Minner needs to provide his approval and a budget to be able to move forward with this initiative.
- While committee is waiting for approval, committee agreed to start the conversation with the campus community regarding this proposal.
- Suggestion was made to provide the campus community with a campus forum which would present the findings of the visit to Georgia State University (GSU). Everyone that attended the GSU visit should be part of this forum including the two faculty members that attend, Dr. Sammeth and Keith Tucker. Edward will work on scheduling a campus wide forum.
- Committee would like to have this initiative in place by fall 2019.
- Edward indicated that the Provost has also decided, due to the reorganization that is happening at the centers, not to include coaches at Centers.
- Budget for possible coaches was reviewed by the committee. Cost is estimated at \$186,874 which includes coaches participating in professional development.
- Edward indicated that university would need to retain approximately 14 students to cover the cost of this project. One percent in increase or decrease in retention is approximately \$160,000. Any number of students retained above the 14 students would be money for our institution.
- Committee agreed that in order to implement this initiative, the university would need to develop new ways of analyzing data. Planning ahead would need to take place. Utilizing Bright Space to track students would be one idea. The new Tutor Trac program would also be able to track students. Tutor Trac allows students to come into an office and scan their ids. Students would also scan their ids when leaving the office. This program would record how long student stayed in the office.
- Committee member suggested that if a few courses could be identified, that all students have to take, committee could ask faculty member to install Tutor Trac in their classroom. Students would need to swipe in and out of class. This might allow the university to track attendance. Committee suggested identifying faculty that would be willing to try this out. This might be a simple measure that provides data for retention efforts.
- Committee agreed to identify faculty that would be willing to pilot this program in the fall.
- Committee agreed to ask HUE/FYE for assistance checking students in and out in pilot classrooms.
- Data collected from Tutor Trac in the classrooms can help the university identify students at risk. These at risk students can be encouraged to take a summer course.
- Edward will schedule a meeting with the Provost to identify a few classes.

II. Other

- Edward indicated that a mid-point report is due to the HLC Persistence & Completion Academy in February. University needs to report our progress.
- Edward indicated that report can include that the team has decided to change our focus to a new project.
- Edward will share the questions being asked from the HLC Persistence & Completion Academy with committee. Edward would like feedback as soon as possible.
- Committee also needs to determine who will be attending the mid-point round table discussion this year.