

Persistence & Completion Academy Minutes
May 07, 2019
FMTZ Conference Room 210, 1:30-2:30 p.m.

Present: Leon Bustos, Caroline Montoya, Lee Allard, Benito Pacheco, Lauren Fath, Thomasina Ortiz-Gallegos, Kimberly Blea, Maria Sena, and Edward Martinez

- I. Edward welcomed Lauren to the P&CA group. Lauren accepted request to participate in this committee. She will be attending the conference in Chicago.
- II. HLC Midpoint Roundtable Travel Discussion
 - All travel and flights arrangements have been made. Leon will be lead for the conference.
 - HLC has not provided any additional information as of today.
 - Team needs to start thinking about what needs to be done to prepare for the conference.
 - Team has reached half way point of the academy. The university will be allowed to report on their progress of the project.
 - Academy will want to know what has been done the last two years.
- III. Implementation of Coaching Model
 - What are the goals set forth between now and first day of class to move this project forward?
 - Funding for this project is still not confirmed. Edward needs to meet with Dr. Minner and Dr. Gonzales to determine the cost of Ad Astra and what funding will be available for the Academic Coaching Model.
 - Committee agreed that the below were items that needed to be done to get the coaching model off the ground:
 - Funding for project
 - Job Description already approved by HR. Need to submit posting through PeopleAdmin and create a search committee. Interview and hire coaches
 - Present at Student Affairs Committee
 - Present at Academic Affairs Committee
 - Present at Faculty Senate
 - Present at Faculty Development Week
 - Present to Chairs & Deans to address initiatives
 - Develop an assessment plan to determine success of project
 - GSU has over 800 points of data that they track. NMHU has very little. Some include Degree Audit, Tutor Trac, and BrightSpace. Academic Support Office needs to start gathering data so a year from now then you can start analyzing.
 - Coaches will serve as liaisons between faculty and students. They need to foster collaboration in the best interest of student to avoid the highlands shuffle.
 - Next week the committee will review the Academic Coaches job description.
 - The SEM Office will work on list to determine what steps need to be taken to implement the coaching model and what member(s) will be responsible.

Persistence & Completion Academy Minutes
May 16, 2019
FMTZ Conference Room 210, 9:00-10:00 a.m.

Present: Leon Bustos, Caroline Montoya, Lauren Fath, Benito Pacheco, Ian Williamson, Lee Allard, and Maria Sena

I. Implementation of Coaching Model

- Committee reviewed and approved the checklist that was created by the SEM Office.
 - Committee agreed on the order of events.
 - Benito indicated that all the responsibility falls on him and his office.
 - Funding for this project will be provided to the Academic Support Office.
 - Academic Support Office will develop an assessment plan.
 - Committee agreed to develop 4 or 5 talking points to present to the Deans, Chairs, and Committees.
 - Advising vs Coaching
 - Development of programming
 - Data tracking points
 - Job description of academic coaches
- Committee agreed to convey a consistent message.
- Committee agreed to divide the presentation into three meetings between June and the fall.
 - Departments of Arts, Deans & Chairs
 - Departments of Sciences, Deans & Chairs
 - All Deans and Chairs for Business, Social Work, and Education
- Benito will take lead for job description and post in NMHU Jobs.
- Assessment Plan for coaching model was discussed.
 - Scheduling challenges were discussed at length by committee.
 - Benito and Lee will meet to discuss a plan for assessment.
 - Tracking touchpoints include:
 - Enrollment Success Contract
 - Students on Academic Probation (around 150 students in any semester)
 - Brightspace
 - Early Alert
 - NetTutor
 - Funding for UG population on Las Vegas campus with 89 credits or less
- Professional Development for academic coaches.
 - Internal and external professional development will be provided.
 - Professional Development on how to work with faculty.
 - Communication plan will be developed for first time freshmen.
 - Coaches will have weekly contact with students until mid-terms (via email, text, or face to face)

Persistence & Completion Academy Minutes
May 23, 2019
FMTZ Conference Room 210, 9:00-10:00 a.m.

Present: Leon Bustos, Caroline Montoya, Lauren Fath, Lee Allard, Edward Martinez, Ian Williamson, Kimberly Blea, Benito Pacheco, Thomasinia Ortiz-Gallegos, and Maria Sena

- I. Midpoint Roundtable Conference Discussion
 - Edward discussed at length what is expected of team members when they attend the conference.
 - The university has switched project to the Academic Coaching Model.
 - He stated that we know what the challenges are. How have we addressed and approached these challenges.
 - Team will be expected to set up goals. An action plan will be developed during the conference. When team returns, they will need to get busy implementing the plan.
 - Team will get to hear issues and solutions from other universities. Talk and listen to other teams attending the conference.
 - Edward will provide the team all documentation from previous questions and responses to the HLC Persistence & Completion Academy.
- II. Job Description for the Academic Coaches was reviewed
 - Committee requested that the job description specify, "Assist all undergraduate students".
 - Committee recommended that all responsibilities be broken down; more specific.
 - Committee recommended for education not be too specific. Bachelor's degree in counseling or social work might restrict good applicants.
 - Committee recommended adding additional experience in student services, student support services, and/or enrollment management.