

Persistence & Completion Academy Minutes
June 06, 2019
FMTZ Conference Room 210, 9:00-10:00 a.m.

Present: Caroline Montoya, Leon Bustos, Inca Crespín, Kimberly Blea, Benito Pacheco, Lauren Fath, and Edward Martinez

I. Summary of Midpoint Roundtable Conference

- Top 5 takeaways from conference
 - Consistent roadmaps
 - Consistent scheduling
 - Zero balance policy-disenrollment
 - Look to reassess placement standards in English and Math
 - Don't focus on the 15% of naysayers
- Plan to Implement
 - Faculty buy-in
 - Faculty duties and coaches duties
 - Developed student measures and outcomes
- Next Steps
 - Document summary for conference will be developed by Lauren

Persistence & Completion Academy Minutes
June 13, 2019
SUB324, 4:00-5:00 p.m.

Present: Benito Pacheco, Lauren Fath, Lee Allard, Leon Bustos, Kimberly Blea, Inca Crespín, and Maria Sena

- I. Fall Enrollment
 - Kimberly indicated that she has received a verbal commitment from the President permitting the Business Office to lift holds for spring balances. This will allow students that have balances to enroll for the fall semester. The President agreed that the university needs to be more student centered.
 - The committee discussed enrollment for the fall semester, including retro add and drop, holds in place for balances, and having students be held accountable.
- II. Review of HLC Collaboration Network Response
 - Draft report was submitted by Edward for the committees' review. Lauren has made corrections/changes and provided the committee with an updated report for their review.
 - The SEM Office will provide Lauren with the user name and password to submit report. Report is due on Sunday, June 16, 2019. Lauren indicated that she will submit it by Friday, June 14, 2019.
 - Lauren indicated that she would like to include links or attachments for the report, however, website does not allow it.
- III. Other
 - Lauren presented a document the P&CA team had discussed for the presentations of the Student Success Model. It includes:
 - Faculty Advisors versus Coaches.
 - Column information is provided in the order of importance, or amount of emphasis.
 - Lauren indicated that she will develop something similar for transfer students.
 - Title for this document needs to be updated. Committee agreed to call the document "Understanding the Coaching Model for Student Success at NMHU".
 - During the next meeting, the committee will develop a plan for faculty development week and review the job description for the Lead Academic Success Coach.

Persistence and Completion Academy Minutes
June 20, 2019
SUB324, 1:30-2:30 p.m.

Present: Kim Blea, Lauren Fath, Benito Pacheco, Carolyn Montoya, Lee Allard

Meeting Minutes

Agenda items I and II were reversed

Agenda item II: Develop plan for faculty development week

- Benito has submitted a summary of the proposed session on the success coaching model for faculty development week
- This will presumably be a one-hour session; it is not yet clear whether the session will be optional or mandatory for faculty
- Benito will lead the presentation; Kim will contribute with information on support services available through Student Services offices
- The purpose of the session is to educate the HU community, especially faculty, about the purpose and implementation details of the success coaching model
- The previously prepared chart on “Responsibilities of Faculty Advisers and Success Coaches” will be used as a starting point for the session
- A key purpose of the presentation is to clearly differentiate between success coaching and academic advising
- The presentation will include information from other institutions that have used the coaching model (e.g. GSU) and will also include NACADA guidelines where appropriate
- We need to justify the coaching model in terms of student outcomes, retention in particular
 - We need to emphasize the nature of the problem (especially, low retention) that is being addressed by the success coaching model in order to justify the model more effectively
- The success coaching model will help us to integrate various support services across campus; the success coaches will serve as a point person for directing students to the appropriate offices or services
 - A primary goal of the whole process is to keep students in the NMHU support system as long as necessary to meet their needs
- A key role of the success coaches will be to provide intervention for students on probation
- We will need to develop an assessment plan to determine the effectiveness of the success coaching model; this will be a topic of discussion at the next PCA meeting
- It is essential that we spread the word about the value of the success coaching model; Benito plans to meet with individual academic departments as appropriate
- It may be useful to solicit feedback from faculty participants in the presentation via a brief survey; this will be a topic of discussion at the next PCA meeting

Agenda item I: Review job description for Lead Academic Success Coach

- Carolyn recused herself from this part of the meeting, as she may be interested in applying for the position under discussion
- The job description as presented in today's meeting is a draft version which has been submitted to HR
- The title of the position may need to be changed, in particular removing the word "academic"
 - Possibly rename the position "Student Success Coach Manager" or "Student Success Manager"
- This position will have supervisory and training responsibilities
- The position will oversee the academic probation process and enrollment success program
- The person in this position will likely have their own caseload of students, although that is not certain at this point
- This position will have a higher salary than the other success coach positions
- Benito will revise the JDQ for this position and send it out to the committee; the revised JDQ will be discussed at next PCA meeting

Persistence & Completion Academy Minutes
June 27, 2019
SUB324, 1:30-2:30 p.m.

Present: Caroline Montoya, Leon Bustos, Inca Crespín, Kimberly Blea, Benito Pacheco, Lauren Fath, and Edward Martinez

- I. Professional Development Week Plan Finalization
 - Committee develop survey questions on coaching model.
 - Committee confident that presenters are ready.
- II. Student Success Program
 - Benito informed committee that budget issue for this program has not been resolved.
 - Edward will speak with Joe and Roxanne to discuss finalizing the budget for Ad Astra. Balance of funds would be for the Student Success Program.
 - Edward will speak with Max to finalize the funds.
- III. Personnel Updates
 - Committee did not have time to discuss updates. Will be added to next meeting agenda.