

Title III January 2017 Report

In January, we completed more renovation projects and presented the grant to the faculty and Board of Trustees. We also hired and trained additional positions. Retention programming was planned and tools to assess metrics were created.

The list below contains completed and current projects for the grant during the month of January 2017:

Completed:

- Completion of renovations for Student Success Coaches/Mental Health Intern office and student space in Robinson Communication Center
- Completion of office renovations for IE Research Analyst
- Hired Support Specialist
- Trained Mental Health Intern
- Presented Title III Grant to faculty at Winter Faculty Work Day
- Presented Title III Grant to Board of Trustees at January meeting
- Trained Student Success Coaches on current student referral process
- SSCs created student programming for semester
- Creation of Student Contact Form for assessment
- Focus groups for retention software
- Employee goals drafted for remainder of academic year

Current:

- Completion of Quarterly Report
- Train Student Success Coaches on current student progress report process
- Working on framework for Title III website
- Drafting system specifications for retention database
- Drafting system requirements and request for purchase for retention CRM system
- Developing and implementing retention programming for students

We will start reporting student contact numbers for the Student Success Coaches in each monthly report. We will report the number of contacts by method of contact, reason for contact, and report the duplicated number of students contacted. In January, we saw the Student Success Coaches contacting and working diligently with students on probation for the Spring 2017 semester. With the launch of the Academic Referral process, they also started contacting students about referrals.

Method of Contact	#
Email	99
In person	38
Other	4
Phone Call	24
Reason for Contact	
Academic Referral	23
Advising Problem/Scheduling	3
Probation	111
Other	28
Number of Students Contacted	
Duplicated	165
Unduplicated	74