

Title III Quarterly Report

Wilmington College has made substantial progress towards meeting project objectives funded through the Title III Strengthening Institutions Program during the reporting period of October 1, 2016 through December 31, 2016.

As requested in the grant proposal, four full-time grant funded positions were created: Program Coordinator, Institutional Effectiveness Research Analyst, and two Student Success Coaches. Start dates were staggered with the Program Coordinator starting October 15th, Student Success Coaches December 1st, and the IE Research Analyst on December 5th. Only one Mental Health Intern was selected for the Spring 2017 semester because most counseling masters programs had already placed their students by the time the grant started in October. The MHI will start on January 22, 2017.

The list below contains completed and current projects for the first three months of the grant:

Completed:

- Set up appropriate financial/budgeting controls for grant funds
- All proposed full-time Title III personnel hired
- Completion of office renovations for Title III Program Coordinator (removal/moving in of furniture and painting) and temporary IE Research Analyst/Student Success Coaches office (removal of desks from classroom, installation of 6 electrical outlets and three network jacks, creation of three workstations)
- Bought and installed office equipment for full-time grant positions (phones, computers, monitors)
- Created process objectives and budget revisions per Department of Education's request
- Designed and implemented time and effort logs

- Developed content for Title III website
- Convened the Title III Advisory Committee for its first meeting
- Reviewed record optical imaging systems
- Designed retention programming for SP17 term
- Student Success Coaches started contact with students who were suspended or put on probation for the spring 2017 term

Current Activities:

- Began renovations for Student Success Coaches/Mental Health Intern offices and student space in Robinson Communication Center
- Began office renovations for IE Research Analyst
- Hire Title III Support Specialist
- Training IE Research Analyst
- Drafting employee goals for remainder of academic year
- Launching the Title III website
- Developing the first draft of the Title III Policy and Procedure manual
- Convening the T3 Teams in Spring 2017
- Examining the feasibility of implementing record optical imaging for improved communication with academic advisors
- Drafting system specifications for retention database
- Drafting system requirements and request for purchase for retention CRM system