

PERKINS ADVISEMENT & TUTORING PROPOSAL 2015

Computer Systems Technology

1. Introduction:

Tutoring: Retention rates for first year students for CityTech Associate degree CIS program is quite low. With the help of the previous Perkins grant, we implemented successfully the tutoring/mentoring program in the Fall 2013/Spring 2014/Fall 2014/Spring 2015 semesters and saw an increase in the grades and the retention of first year students. The senior students who mentored and tutored the freshmen shared their journey and also helped the freshmen students understand technical aspects of the courses.

Freshmen students in the first semester have to adapt to the college learning culture in addition to acclimatizing to the new college life. Our students struggle with their classwork because of lack of exposure to the academic rigor. Additionally many students do not have role models who can guide them through the academic process or the career choices. Having tutors (who have themselves taken the courses) who are specialized in certain fields would help them considerably. Because of the tutor's background knowledge, conversations between tutors and students are both individualized and focused on success in school. Tutors would typically hold "office hours" in an open lab and help answer the specific questions by the students.

To summarize, we successfully implemented a program that provides tutors who not only assist freshmen with their course work, but also support them in college learning, building skills, time management, self-advocacy, and study skills. However, we observed that freshmen need additional advisement assistance about use of our college system, understanding of program requirements, selection of courses in a right sequence to avoid delay in graduation, in addition to guidance from assigned faculty members. In our department we have implemented special group advisement for female students in Fall 2014 and Spring 2015, where topics such as degree audits, degree requirement, course selection plans and other needs were addressed. It has been found to be very successful with many students making use of this opportunity.

Advisement: In this proposal, we seek support to extend our effort of group advisement to all CST students, especially all freshmen. . A faculty member will provide weekly group advisement session during club hours, where specific information about degree requirement, use of college system, and sequence selection of courses will be presented. Students have opportunity to ask question.

2. Changes to the previous proposal:

We noticed that students needed help with advisement especially in the following areas:

- a. Use the college system (such as Degree Audit)
- b. Course selection for the upcoming semester
- c. Understanding of the degree requirement
- d. Prerequisites of courses

We therefore would like to have fewer senior students working on the tutoring program and have one faculty member available for advisement in parallel. Both the tutors and the faculty advisor will hold office hours for 4 hours a week on Tuesdays and Thursdays (between noon and 2PM) when CST students do not have any other classes.

3. Major Effort objectives (quantified where appropriate):

Computer Systems Technology admits approximately 110 students yearly who certified in reading, writing and math. Our goal is to provide tutors and advisement for all new students for the first year to increase the retention rate of students.

4. Activities to achieve the objectives:

Tutors will be available in the open lab, N921 on scheduled hours for CST1100, CST1101 and other introductory courses. Advisement will happen in parallel in the same open lab, where a faculty member would be available at the same time.

5. Lab Space Limitation

Due to limited lab space limitation, we would be holding office hours for both the tutors and the faculty member on Tuesday/Thursdays between noon and 2PM, in a regular classroom when there are no classes scheduled for CST students

6. Major Effort timeline, noting significant activities, month-by-month.

Date	Person Responsible	Activity	Comment
Summer – July, August	Coordinator	Audit students' schedule. Select Tutors Hire Tutors/Develop Schedule Send emails to students to advertise the tutoring program. Faculty member for advisement is selected. Target specific students with lower grades Meet with the selected students, tutors as a group. Gather data of grades from the previous year and analyze them.	If students are not registered for both CST1101 and CST1100, investigate reason and correct. If students do not register for both classes it will delay them for one semester.

September/ October	Tutors Coordinator	Meet with Tutors and finalize schedule. Open lab opens for tutoring and Tutoring and Advisement begins.	
November- December	Tutors Coordinator	Wrap up meeting with students and tutors. Faculty member prepares for advisement.	Gather data on the success of the program.
January- February	Coordinator	Hire Tutors/Develop Schedule Meet with the selected students, tutors as a group.	Creating a community with the new group of students.
March	Tutors Tutors Coordinator	Tutoring and Advisement begins. Continue weekly meetings with tutoring students.	
April-May	Tutors Coordinator	Continue with tutoring Wrap up meeting with students and tutors.	Gather data on the success of the program.

7. Major Effort Evaluation

Evaluation Measure	Anticipated Outcome
1. Retention rate first year fall to fall CIS program students. Fall 2010 39.6% of students were retained in program.	1. At least a 45% retention rate for CIS enrolled students who participate in program.
2. Increase in Pass% of students enrolled in the first year introductory courses	2. At least 2 percentage point increase in pass % of students who participate in the program.

8. Major Effort Staff:

<u>Name</u>	<u>Title</u>	<u>Time</u>	<u>Salary</u>
1. Prof Ashwin Satyanarayana	Coordinator	Release time 3hrs	???
2. TBD(4-5)	Tutors	4-6hrs/wk \$18 hr	\$24,000

Major Effort Budget

Category	Code	Major Effort Costs
Professional Salaries	15	Release time for Faculty member
Non-Professional Salaries	16	\$24000
Purchased Services	40	\$0
Supplies and Materials	45	\$0
Travel Expenses	46	\$0
Employee Benefits	80	\$0
Indirect Costs	90	\$0
Minor Remodeling	30	\$0
Equipment	20	\$0
Major Effort Total		\$