

PERKINS ADVISEMENT & TUTORING PROPOSAL 2017

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 from the Fall 2013 semester to Spring 2017 semester 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. The outcomes are as shown in Table 1.

Table 1: Tutoring Outcomes

Semester	# of tutors	Names of Tutors	# of students tutored	# of students retained	% of students retained in the Perkins program	% of freshmen students retained in CST dept
Fall 2015	4	Hatch Arefin Kalegina Sheikh	268	232	86%	61.7%
Spring 2016	4	Thorpe Chebchoub Sheikh Choi	313	261	83%	60.3%
Fall 2016	5	Chebchoub Kalegina Caka Talukder Thorpe	385	316	82%	62.4%

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.

2. 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.

3. Activities to achieve the objectives:

Tutors will be available in the open lab, N921 on scheduled hours for CST1100, CST1101 and other introductory freshmen courses.

4. Lab Space Limitation

Due to limited lab space limitation, we would be holding office hours for both the tutors on Tuesday/Thursdays between noon and 2PM, in a regular classroom (N-918) when there are no classes scheduled for CST students.

5. Changes to previous proposal:

Increase the number of Tutors from 5 to 6 due to the increase in the need for tutoring.

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	Wrap up meeting with students and	Gather data on the success of the program.

tutors.

Coordinator

January-February Coordinator Hire Tutors/Develop Schedule Meeting with the selected students, tutors as a group. Creating a community with the new group of students.

Tutors

Tutoring and Advisement begins.

March Tutors Continue weekly meetings with tutoring students.

Coordinator

April-May Tutors Continue with tutoring Gather data on the success of the program.

Coordinator

Wrap up meeting with students and tutors.

7. Major Effort Evaluation

Evaluation Measure	Anticipated Outcome
1. Retention rate first year fall to fall CIS program students.	1. At least a 45% retention rate for CIS enrolled students who participate in 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	n/a
2. TBD(6-8)	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		\$