

PERKINS ADVISEMENT & TUTORING PROPOSAL 2019-2010

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 2019 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 (for the last 3 years)

Semester	# of tutors	# of students tutored	# of students retained	% of first-year students retained in the Perkins program	% of first-year students retained in CST dept
Spring 2016	4	313	261	83%	60.3%
Fall 2016	5	385	316	82%	62.4%
Spring 2017	6	412	351	85%	64.3%
Fall 2017	5	368	308	83%	62.4%
Spring 2018	6	432	356	82%	64.3%
Fall 2018	6	378	315	83.3%	63.2%

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 a classroom and help answer the specific questions from the first year 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 a classroom N-918 (during club hours, and evening hours) for CST1100, CST1101 and other introductory freshmen courses.

4. Lab Space Limitation

Due to limited space, we are using classrooms that are available during club hours and evening hours.

5. Changes to previous proposal:

Increase the number of Tutors from 6 to 7 due to the increased 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 Coordinator	Wrap up meeting with students and tutors.	Gather data on the success of the program.
January- February	Coordinator	Hire Tutors/Develop Schedule Meet with the selected students, tutors as a group. Tutoring and Advisement begins.	Creating a community with the new group of students.
March	Tutors Tutors Coordinator	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.	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		\$