CAR RECOMMENDATIONS REPORT_14

Evaluation of: Student Services: ENGAGEMENT

Date: September 2014(092414)

Recommendations	Rationale	Responsible Party	S*	Budget Cost	Identify Theme Alignment	Dean's Comments	ASVPSS Comments	CARC's Comments	Executive Comments
1. Purchase Laptops for student athlete's use.	Supports expansion of student success services to ensure that students have the opportunity to perform academically. To assist with academic success during study hall and team travel to away competition.	Athletics Dept.	S	20K	Theme II Access, Affordability, Success; Strategic Initiative 3 Increase student success at MC, Expand student success services for student athletes to ensure they have the opportunity to perform with both academic and physical excellence.	Concur. Supports MC2020. Laptops would be retained by Athletics for shared use by students during study hall and travel only. Funds should be allocated from the consolidate fee budget.	Support the request using consolidated fees. Also recommend that a process be put in place to manage and secure the use of laptops by athletes.	Concur ASVPSS.	Concur ASVPSS
2. Create Tutorial Services Program for Student Athletes via study hall.	Provide appropriate tutorial services program for the student athletes by providing tutors in math, writing and social sciences; create proper space and studying environments, and offer proper staff oversights for study hall.	Athletics Dept.	S	50K	Theme II Access, Affordability, Success; Strategic Initiative 3 Increase student success at MC, Expand student success services for student athletes to ensure they have the opportunity to perform with both academic and physical excellence.	Concur. Supports MC2020. Funds should be allocated from the consolidate fee budget.	Concur	Student Council should be consulted about this since tutoring is for a limited population. Athletes should also utilize available tutoring services on campuses.	Concur with dean and ASVPSS's comments. To insure that student athletes have sufficient study time, there are 3-4 hour time blocks for "study hall." Having tutors available during these time blocks would be most efficient and helpful to student athletes.

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3. Create a centralized directory of the 30 plus internship programs at Montgomery College that are not part of Career Services unit.	Currently there is no easy way for employers and students to find information about the 30 plus internship programs at Montgomery College. This directory would enhance student and employer access to information about internships.	Career Services takes leadership with support from Senior VPs and Deans.	S	NA	Theme II Access, Affordability, Success; Strategic Initiative 4 Expand College credentials and transfer opportunities - Expand student internship opportunities and assistance that prepare students for job search efforts.	Concur. Supports MC2020	Concur	Concur	Concur

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4. Establish pre-internship workshop that will teach pre-employment skills, resume development, and job/internship search skills that students must complete prior to applying for Co-op class. The class will also provide information about the range of internship programs at Montgomery College.	Providing students with these critical skills will increase the likelihood that they will be able to secure an internship through the interview process.	Career Services/College-Wide Co-op Internship program.	S/F	NA	Theme II Access, Affordability, Success; Strategic Initiative 4 Expand College credentials and transfer opportunities - Expand student internship opportunities and assistance that prepare students for job search efforts.	Concur. Supports MC2020.	Concur	Concur. Consider other programs or academic disciplines that provide workshops and pre-screening for internships at the College.	Concur with CARC comments.

#	Recommendation	Rationale	Responsible		Cost	Theme/Strategic				
5.	Add 1.5 positions to provide full time student services for adult learners at Rockville and TPSS campuses that mirror services provided at the Germantown campus.	Nearly 1/3 of credit bearing students at MC are adult learners (25+). The majority of these students are located at the TPSS and RV campuses, where there are no specialized services currently offered. Providing a single point of contact for adult students was advocated by the Lumina Foundation in the 2012 Report <u>Supporting Returning Adult Students in Obtaining a College Credential</u>	Dean (for MCPASS)	S	150K	Theme II Access, Affordability, Success; Strategic Initiative 3 Increase student success at MC – Develop, Implement, and secure resources for collegewide services and centers for …Nontraditional-aged students…	Concur. We currently have only 1 FT position on 1 campus. Just approved to add a half time position to cover RV and TPSS. With current resources, data supports moving the existing FT GT position to RV (51% of the population) pending available office and programming space. To support the Completion Agenda, it would be ideal to have a FT person at each campus. See Attachment A for data on Adult Students at MC.	Concur	Concur. Needs to be prioritized in unit and in college needs. Consider flexibility in work schedule to meet the needs of students who are only available evenings and weekends.	Concur with CARC.
6.	Create specialized orientation for adult students which introduces students to the institution and links students' academic programs with life and career goals.	Adult students are self-directed learners who <u>need to be able to see the connection</u> between the institution and their goals. They also <u>struggle with fear and anxiety</u> about returning to school. Specialized orientation programs can address both issues.	Program Manager, Adult Re-Entry (MCPASS)	S	$1000/ annually, likely less	Theme II Access, Affordability, Success; Strategic Initiative 3 Increase student success at MC – Develop, Implement, and secure resources for collegewide services and centers for …Nontraditional-aged students…	Concur, pending resources. This might be addressed with specialized modules for adult students via online NSO. Supports MC2020. Funds are available to support this recommendation.	Concur	Concur	Concur with dean's comments.

7. Develop workshops and trainings in partnership with ELITE/CPOD for faculty and staff on how to meet the unique needs of adult learners.	Adult students <u>differ</u> in many ways from the traditional student. Training seminars can be offered in order to maximize the effectiveness of faculty and staff working with this population. See Attachment A for data on Adult Students at MC.	Program Manager, Adult Re-Entry, in partnership with ELITE/CPOD (MCPASS)	S	No additional funding	Theme II Access, Affordability, Success; Strategic Initiative 3 Increase student success at MC - Develop, Implement, and secure resources for collegewide services and centers for ...Nontraditional-aged students...	Concur. Unit will work with ELITE and CPOD to design training. Supports MC2020	Concur	Concur	Concur. Plans are being developed to take action on this recommendation.

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8. Implement a mandatory New Student Orientation (NSO) that provides students with information regarding • Benefits of participation through co/extra-curricular programs such as leadership development, student organizations/clubs, service learning, events and activities, and honor societies. • College-support services such as financial aid, learning labs, library, and counseling • College success skills enhancement such as STSU100/101.	NSO is a proactive support program that has the potential to impact student retention through its capacity to foster students' *social integration* into the college community, *commitment to college* in general, and commitment to the college. NSO programs have the potential for shaping students' important *"first impression"* of the college and have been found to promote the retention of first-year students by (a) enhancing their social integration into the college community, (b) improving their college coping skills, and (c) increasing their knowledge and utilization of campus-support services.	Student Life Directors	S/F	Approx. 5K for Annual online NSO costs	Theme II Access, Affordability, Success; Strategic Initiative 3 Increase student success at MC - Increase New Student Orientation participation	Concur. Currently developing new online NSO to support mandatory NSO. Anticipate full implementation for Fall 2015 registration cycle. Supports MC2020. Funds have been allocated for support this recommendation.	Concur	Concur. Build system with consideration for other discipline orientation, MAP and IMAP orientations. Collaborate with academic orientation.	Concur with CARC comments.

9. Establish an Advisory Committee for the Service-Learning Program collegewide.	1. Compared to other highly effective service-learning institutions, Montgomery College lacks a college-wide Advisory Committee. 2. Creating the Advisory Committee was the number one recommendation from a consultant in order to implement an effective and sustainable college-wide service-learning program.	Directors of Student Life	S/F	No additional funding	Theme II Access, Affordability, Success; Strategic Initiative 3 Increase student success at MC	Concur. Supports MC2020	Concur.	Concur.	Concur. This is intended as an internal advisory committee.
10. Increase staffing and develop parity in the Offices of Student Life • Events Coordinator for TPSS • Administrative Assistant for TPSS • Convert TWBs to Permanent	The Office of Student Life is increasingly being asked to provide more programs, new initiatives, and collaborations in response to student and institutional needs. Currently there are disparages among the Office of Student Life in regards to staffing.	Directors of Student Life	S/F	120K	Theme II Access, Affordability, Success; Strategic Initiative 3 Increase student success at MC	Concur. Although it has not been funded there continues to be a need in order to fully serve students and to support the common student experience. Requests have been made through the budgeting process however other student services needs have taken priority over these requests.	Concur. The need has been established, but there are currently no new positions available to support the request.	Concur. Needs to be prioritized in unit and in college needs.	Concur with CARC comments.

Indicate source of recommendation: (F) Faculty, (S) Staff (D) Lead Dean, (C) CAR Committee, (P) VP Provost, and (E) Executive Team.

Name (Printed)	Date	Campus
A. See attached list		☐G ☐R ☐T
B.		☐G ☐R ☐T
C.		☐G ☐R ☐T
D.		☐G ☐R ☐T

Faculty Workgroup Chairperson's Signature_____
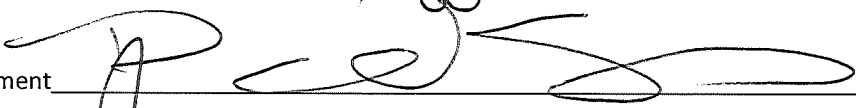
Dr. Clemmie Solomon, Instructional Dean_____

Dr. Monica Brown, Associate Senior Vice President of Student Services_____

Dr. Sanjay Rai, Senior Vice President of Academic Affairs_____

Dr. Janet Wormack, Senior Vice President of Administrative & Fiscal Services_____

Dr. Gwendolyn Dungy, Interim Senior Vice President of Student Services_____

Mr. David Sears, Senior Vice President of Advancement & Community Engagement_____

Dr. DeRionne P. Pollard, President_____