

## Title III Steering Committee Meeting Minutes

**Date: Monday, October 21, 2024**

**Time: 11:00 am – 12:00 pm**

**Location: Virtual/Teams Meeting**

### **Attendees:**

Dr. Gena Ross, Dr. Stephen Nettles, Dr. Tom Corti, Steven Franklin, Cecelia Brewer, Edward Kremer, Shawn Derrit, Thian Uk, Danielle Frideres, Samantha Landau, Brett Lagerblade, Amanda Williams, Tom Grady, Catherine Sutherlin, Karisse Whyte and, Fabiola Riobe

### **I. Introduction**

- Dr. Gena Ross

### **II. Introduction to Bridge to Blue Presentation**

- **Presenter: Steven Fraklin – Student Retention Coach**
  - Summary of Presentation: The program aims to support first-year students at KCKCC through academic support, campus engagement, and career readiness.
  - **Timeline**
    - ❖ April-June: Placement testing/enrollment
    - ❖ June: Admitted Student Day
    - ❖ August: Bridge to Blue
    - ❖ Oct-Dec: Spring enrollment
    - ❖ Jan-Feb: Career Services
    - ❖ March-May: Summer/Fall enrollment/celebration
  - **Bridge to Blue**
    - Key Points:
      - Occurs the week prior to the start of the semester.
      - Half-day “boot camp” to orient and academically prepare new students.
      - Activities include:
        - Orientation to Blackboard.

- Time management, homework completion, test prep, and communication simulations.
  - Mentor/mentee expectations discussion.
  - Personalized itineraries based on intake form responses.
  - Preview of second semester Career Services support.
  - Cohort lunch with community-building activities and social media app engagement.
- **GroupMe**
    - Key points:
      - Communication tool for Title III students, Peer Tutors, Student Retention Coaches, Career Coordinator, and Director of Student Support and Program Success.
      - Largely student/peer mentor-driven with minimal staff contributions.
      - Content includes study tips, academic calendar notices, general interest topics, student activities/events, and other news.
  - **Peer Tutor/Mentor**
    - Key Points:
      - Peer Tutors serve as mentors for Title III students during their first year.
      - Tutors must have completed one year at KCKCC, be in good academic standing with a GPA of 3.0 or above, and have an A in the subjects they tutor.
      - Tutors are Title III eligible students and undergo training in KCKCC resources, crisis handling, and customer service.
      - Tutors guide up to 50 mentees each and meet with them at least once every two weeks.
      - Title III students must meet with their Student Retention Coach at least twice per semester.
      - Tutors provide progress reports on mentees twice per month.
  - **Career Services**
    - Key Points:
      - Encourages students to schedule appointments for career exploration, resume help, job/internship search, and interview skills.
      - Hosts career readiness workshops.

- Students may reconnect with their success coach to discuss early transfer to a 4-year school or reevaluate their choice of major.
- **Next Steps**
  - Key Points
    - October: Reassign Spring 2025 applicants to Student Retention Coach, interview and hire Tutor Coordinator and 8 Peer Tutors, contact spring students for placement testing, and prepare budget for First Year Experience activities.
    - Early December: Complete preparations for January Bridge to Blue event, send invitations, and complete Peer Tutor training.
    - Week of Jan 13: Hold Bridge to Blue event and assign remaining mentees.
- Any questions or comments from attendees
  - 1) **Cecelia Brewer:**
    - a. Why are the peer tutors are being called tutors instead of mentors?
    - b. Bridge to Blue, the half day bootcamp, can you quickly tell me more about that?
  - 2) **Edward Kremer:**
    - a. Who all will be determined to be to take half day session (Bridge to blue, half day bootcamp)?
    - b. Are they required to take it or is it just a recommendation?
  - 3) **Dr. Tom Corti:**
    - a. Who you're going to be assess in terms of the tutors as well as the students that are participating in the program?
  - 4) Stephen Nettles (comment)
    - a. Stephen Nettles emphasized the importance of encouraging as many students as possible to participate in the cohort process, despite not being able to mandate it. He acknowledged that at-risk students are less likely to follow through with additional steps like tutoring and mentoring. Nettles highlighted the need for clear directives and strategies to re-engage students who fall off track, including specific instructions and cut-off points for when to stop trying to re-engage them. He called for the steering committee to provide thoughts, concerns, and ideas on addressing these challenges and to refine the plan based on their feedback. Nettles stressed the

importance of being prepared for students who do not follow the plan and encouraged the committee to identify critical areas to prioritize. He concluded by appreciating the detailed presentation and expressing confidence in the foundation laid for moving forward.

### III. **Upcoming Events:**

- Date & Time: Thursday, October 31<sup>st</sup> at 11 AM
  - Presenter: Brandon Portas, Complete College America
  - Topic: Corequisite Support 101 Presentation (Activity #2)

### IV. **Discussion and Action Items**

- **Standing items:**
  - Sharing (Details of what was shared)
- **Other updates and Reminders:**
  - Year 3 begins October 1, 2024, and ends September 30, 2025
  - Year 4 begins October 1, 2025, and ends September 30, 2026
  - Year 5 begins October 1, 2026, and ends September 30, 2027. End of Grant.

### V. **Future Meetings**

- November 21, 2024 – Dr. Faith Harrell on the Agenda
  - December 16, 2024

### VI. **Adjournment**

- Meeting adjourned at 11:40 AM