

Project Succeed Campus Lead Meeting 3/22/2018 – Minutes
Meeting Information

Date: March 22, 2018

Time: 10:00am – 11:00am

Location: Engr 493

Attendees: Patricia Backer, Cynthia Kato, Deanna Peck, Diana Seah, James Morgan, Tyler Stannard, Ann Baldwin

I. Project Updates

- a. Annual Performance Report
 - For 2017 Annual Performance Report, we will use the Project Succeed's Fall 2017 Newsletter.
- b. Spring Newsletter
 - Discussed and reviewed drafts for Spring 2018 Newsletter. Plan to disperse the Newsletter in mid-April after SJSU spring break.
 - Spring 2018 Newsletter will focus on:
 - 1) Upcoming opportunities with the grant.
 - 2) Upcoming summer activities/workshops at San Jose State University.

II. Project Leads Reports

- a. Cindy Kato - Blocked Scheduling
 - Met with College of Social Science to discuss further implementation of blocked scheduling in the college.
 - Meeting has been scheduled with the College of Humanities & Arts, and College of Applied Sciences and Arts to discuss blocked scheduling.
 - Beginning the process of educating each college's Student Success Center to understand how to oversee blocked scheduling. The roles of the meetings are to:
 - Train the colleges to be self-sufficient with their internal blocking
 - Sustainability after the grant.
 - Form blocked learning communities within the colleges.
 - Encourage the colleges to collaborate to achieve further success and engagement.
 - Discuss possibilities to use the new bond between the colleges to organize student activities, social gatherings, and celebrations of blocked.
- b. Deanna Peck - Peer Educators
 - Recruitment for Students and requests from Faculty has ended
 - 110 class sections have requested for Peer Educators.
 - New position in Peer Connections is the Faculty-in-Residence, their role is to act as a liaison between faculty and Peer Connections. They will assist faculty with opportunities to engage Peer Educators.
 - Funds will be allocated to support the ever growing expansion of Peer Connections.

- Sustainability for the program after the grant can be achieved by showcasing assessments of the program.
 - Peer Educators in the past had to submit logs unsupervised. With the lack of entry, logs of educators will now be supervised to increase log report rate.
 - Discussed the impact of Executive Order 1110 increasing the demand for Peer Educators with the changes to remedial courses.
- c. First Year Experience (FYE)
- This Fall, FYE is planning to continue the three pilots to re-assess, as the previous Fall 2017 pilots had some glitches with assessment.
 - FYE has its first Spring meeting with its Steering Committee to discuss the program moving forward.
 - Discussed the process of systemizing the program with SJSU.
 - Discussed more involvement in Area E classes, as Area E learning objective coincide with FYE's Student Learning Outcomes.
 - Further collaboration with Peer Educators was discussed.
- d. James Morgan & Diana Seah -Faculty Staff Mentor Program
- Current software has user experience issues; these issues are being noted and worked on.
 - Meeting is being setup to introduce a new platform for the procedure of signing up and uniting mentor and mentee in the program.
 - Will be adding Career center and Alumni Association as another resource for the Faculty Staff mentor program. This resource will be another outlet for student mentees to get training or assistance with the mentor program.
 - Workshops are being planned for both mentors and mentees to discuss the platforms and advice on how to use the program successfully. Also, will use these workshops as possible social gatherings to bring mentor and mentee eye to eye.
 - Want to increase in person interactions in order to increase the bond of mentor and mentee.
 - Discussed ideas of using the college's Student Success centers as a resource to run orientations and workshops around the mentor program.

III. Future Plans

- a. Summer plans for the project areas
- Outreach for the programs will be commencing as the grant is coming to an end.
 - Discussed the best time to plan for these summer workshops as high attendance is the goal.
 - The month of June was agreed on being the best time for Faculty.
 - Workshops for all the Succeed programs will be announced on the Spring 2018 Newsletter which will be distributed mid-April.
- b. Faculty Workshops for Summer 2018
- Discussed funds for Faculty Staff mentor workshop.
 - Food would be included at the workshops.
 - Could use this workshop opportunity as an outreach to other local colleges.

- Faculty Staff mentor workshops for faculty to learn about the best practices and strategies working as a mentor.
 - Discussed the idea of having a professional/experience speaker at the mentor workshops.
 - Faculty workshops for Peer Educators to discuss the strategies and benefits of implementing Peer Educators in the classroom.
- c. Assessment Focus Groups
- WestEd has been planning further assessment strategies for the other programs, as blocked scheduling is currently being assessed every year to measure retention rate.
 - Assessment strategies for the other programs were discussed and will be shared with WestEd during the next meeting.