

Actions and Initiatives

In order to implement the 5-Year Plan, the QEP Team has created an action plan describing the actions and initiatives of the 5-Year Plan.

TABLE 9: 2019-2020 PRELIMINARY YEAR

ROAD to Success: Revitalizing Orientation and Advisement Development

ROAD to Success Timeline – Actions & Initiatives Preliminary Year — July 2019- June 2020					
Activity	Initiative	Month	Year	Leadership	
FTEIC begin revitalized Orientation Curriculum for 3 course sections of LLS 1311 for Fall 2019 Assessments 2:1, 2	Previously trained instructors teaching 3 sections of 15-week revitalized LLS 1311; Assignments/quizzes submitted in Canvas	August- Dec.	2019	3 trained instructors	
Pulled data of FTEIC pass rates for LLS 1311 course Assessments 2:1	All FTEIC LLS 1311 students' grades in 3 courses pulled to determine pass rate of 70% or higher	Dec.- Jan.	2019- 2020	ATD Data Collection, Instructors' grades	
Pulled data for FTEIC population at CCC in LLS 1311 Assessments 2:2	Tracking the percentage of FTEIC students who enrolled in LLS 1311 by 21 hours at CCC	Dec.	2019	Dr. Luke Howard, ATD Data Collection chair; Paul Paniccia & Amy Steele, IT consultants	
FTEIC began revised and revitalized LLS 1311 Assessments 2:1	LLS 1311 revamped time frame to 8-weeks, face-to-face 7 sections for FTEIC in Canvas	Jan- March	2020	3 trained instructors; Guest Facilitators	
FTEIC began revised and revitalized LLS 1311 Assessments 2:1	1 section of LLS 1311 revamped time frame to 2 nd term 8-weeks COVID19 Pandemic resulted in delay of class & finally course totally online in Canvas, virtual	March- May	2020	1 trained instructor; recorded CCC Guest Facilitators (Canvas)	
Pulled grades from all LLS 1311 courses for both 8-week terms	Tracking grades of 70% or higher pass rate	May	2020	ATD Data Collection; Instructors	

Professional Development Training LLS 1311 Assessments 2:1, 2	Tracking FTEIC enrolled in LLS 1311 by 21 hours taken Training new teachers to teach more sections of LLS 1311 course			QEP Director/Canvas	
Pulled LLS 1311 grades/enrollment Assessment 3:2	Tracking FTEIC who returned from Fall 2019 to Spring 2020	May	2020	ATD Data Collection	
Advisors/counselors document advising sessions in MyCCC Assessment 1.1 Pulled MyCCC data on enrollment for Fall 2020 Assessment 3.1	Faculty advisors & counselors virtually met with students advising/registering for summer and fall courses & documented sessions in MyCCC; Advising affected due to COVID 19 Pandemic Compared FTEIC for Fall 2019-Spring 2020 who enrolled in Fall 2020	April-July	2020	Paul Paniccia and Amy Steele, IT consultants	
Pulled data from MyCCC on Advising Documentation in Spring 2020 Assessment 3.1	Tracking of percentage of advisor-advisees being documented in MyCCC for virtual advisement; Advisement plan affected by COVID 19 Pandemic	June	2020	Paul Paniccia and Amy Steele, IT consultants	
<p><u>Preliminary Year Summary:</u> Out of 592 FTEIC students in Fall 2019, 324 returned in 2020 for a 54% persistent rate. LLS 1311 courses: 259 students out of 592 enrolled before 21 hours (43.8%). FTEIC passing with a 70% or higher score was 62.9%. See link: http://www.coahomacc.edu/qep-lls-data <u>Use of Results to Improve Student Success and the QEP:</u> Persistence rate is encouraging; our plan seeks for 5% increase per year. The number of students taking LLS 1311 before a total of 21 hours is 43.8%. The QEP Plan seeks to improve that 5% per each year as well.</p>					

TABLE 9: 2020-2021 YEAR 1

ROAD to Success: Revitalizing Orientation and Advisement Development

ROAD to Success: TIMELINE – Actions & Initiatives Year One – July 2020- June 2021				
Activity	Initiative	Month	Year	Leadership
Professional Development Training for new personnel and adjuncts Faculty/Counselors will document all advising sessions for FTEIC students utilizing MyCCC portal Assessment: 1. 1	Face-to-face training of new personnel in advising protocol, orientation, and early alerts during Pre-Conference session; (ongoing training in QEP Canvas course/Zoom) Tracking the number of “touches” per semester of FTEIC/advisor sessions via phone, in person, email, or virtually	August- Dec.	2020	QEP Director, Co-Director, IT consultant, Enrollment Manager Faculty and Counselors & FTEIC students
Pull data on FTEIC students and advising protocol Assessment: 1. 1	Tracking the number of “touches” that each FTEIC students has with advisors	Dec.	2020	IT consultants
Teach FTEIC students in LLS 1311 Assessments 2. 1	FTEIC students will complete LLS 1311 in 8 Weeks (or online 8-weeks, 4-weeks) with a 70% or higher pass rate	August- Oct. Oct. Dec.	2020 2020	Trained instructors
Data pulled on LLS 1311 FTEIC pass rate Assessments 2. 1, 2 Assessments 3. 2	Tracking pass rate of 70% for FTEIC & Tracking % of FTEIC enrolled in LLS 1311 by 21 hours at CCC Tracking FTEIC students who persisted from Spring 2020 to Fall 2020 from LLS 1311	Oct. – Dec.	2020	ATD Data collection, Instructors
Professional Development Training for Advisement	Ongoing training in QEP Canvas course/Zoom for fulltime/adjuncts	Jan.- May	2021	Canvas Course

TABLE 9: 2021-2022 YEAR 2

ROAD to Success: Revitalizing Orientation and Advisement Development

ROAD to Success TIMELINE– Actions & Initiatives Year Two – Fall 2021 – Spring 2022				
Activity	Initiative	Month	Year	Leadership
Professional Development Training for Advisement, Orientation, and Early Alerts Faculty/Counselors will document all advising sessions for FTEIC students utilizing MyCCC portal Assessment: 1. 1	Face to Face training for new personnel at Pre-Conference session and ongoing in Canvas QEP Course/Zoom Tracking the number of “touches” per semester that a FTEIC student meets with advisor by phone, in person, email, or virtually	August- Dec.	2021	Director, Co-Director, IT, Enrollment Manager Faculty and Counselors & FTEIC students
Pull data on FTEIC students and advising protocol Assessment: 1. 1	Tracking the number of “touches” that each FTEIC students has with advisors	Dec.	2021	IT consultants
Teach FTEIC students in LLS 1311 Assessments 2. 1, 2	FTEIC students will complete LLS 1311 in 8 Weeks (or online 8-weeks, 4-weeks) with a 70% or higher pass rate	August- Oct. Oct. Dec.	2021 2021	Trained instructors
Data pulled on LLS 1311 and FTEIC on pass rate Assessments 2. 1, 2	Tracking pass rate of 70% for FTEIC & Tracking % of FTEIC who enroll in LLS 1311 by 21 hours at CCC	Oct. Dec.	2021 2021	Instructors, ATD Data collection; IT consultants
Professional Development training for Advisement Faculty/Counselors document all advising sessions of FTEIC in MyCCC portal Assessment: 1. 1	Ongoing training for Advisement, Orientation, and Early Alerts in Canvas QEP Course/Zoom Tracking “touches” per semester that a FTEIC student meets with advisor by phone, in person, email, or virtually	Jan.- May	2022	Canvas Faculty and Counselors & FTEIC students

Pull data on FTEIC /advisors sessions Assessment: 1. 1	Tracking “touches” of FTEIC & advisors	May	2022	IT consultants
Teach FTEIC students in LLS 1311 Assessments 2. 1	FTEIC students will complete LLS 1311 in 8 Weeks (online 4-OR 8-weeks) with a 70% or higher pass rate	Jan.- March March-May	2022 2022	Trained instructors
Data pulled on FTEIC pass rate in LLS 1311 Data pulled for FTEIC 21 hours enrolled at CCC Assessments 2. 1, 2	Tracking FTEIC pass rate of 70% Tracking % of FTEIC enrolled in LLS 1311 by 21 hours	Jan.- March March-May	2022 2022	Instructors, ATD Data, & IT consultants
Data collection in MyCCC and from Canvas course Assessments 3. 1, 2	Tracking FTEIC students who persisted from Fall 2021 to Spring 2022 Through MyCCC in advising & Through Canvas LLS 1311 enrollment from Fall 2021-Spring 2022	May	2022	ATD Data Collection and IT consultants
Professional Development Training for LLS 1311 new instructors Assessments 2. 1	LLS 1311 Training for new instructors	May	2022	QEP Director

Year Two Summary:

How will results be used:

TABLE 9: 2022-2023 YEAR 3

ROAD to Success: Revitalizing Orientation and Advisement Development

ROAD to Success TIMELINE – Actions & Initiatives Year Three – July 2022-June 2023				
Activity	Initiative	Month	Year	Leadership
Professional Development Training for Advising Faculty/Counselors will document all advising sessions for FTEIC students utilizing MyCCC portal Assessment: 1. 1	Face-to-face training in Fall at Pre-conference session for new personnel; ongoing training in Canvas/Zoom Tracking the number of “touches” per semester that a FTEIC student meets with advisor by phone, in person, email, or virtually	August- Dec.	2022	Director, Co-Director, IT consultant, Enrollment Manager Faculty and Counselors & FTEIC students
Pull data on FTEIC students and advising protocol Assessment: 1. 1	Tracking the number of “touches” that each FTEIC students has with advisors	Dec.	2022	IT consultants
Teach FTEIC students in LLS 1311 Assessments 2. 1	FTEIC students will complete LLS 1311 in 8 Weeks (or online 8-weeks, 4-weeks) with a 70% or higher pass rate	August- Oct. Oct. Dec.	2022 2022	Trained instructors
Data pulled on LLS 1311 and FTEIC on pass rate Assessments 2. 1, 2	Tracking pass rate of 70% for FTEIC & Tracking % of FTEIC who enroll in LLS 1311 by 21 hours at CCC	Oct. Dec.	2022 2022	Instructors, ATD Data collection; IT consultants
Professional Development training for Advisement Faculty/Counselors document all advising sessions of FTEIC in MyCCC portal	Ongoing training in Advisement through Canvas/Zoom for full time and adjuncts Tracking the number of “touches” per semester that a FTEIC student meets with advisor by	Jan.- May	2023	Canvas/Zoom Faculty and Counselors & FTEIC students

Assessment: 1. 1	phone, in person, email, or virtually			
Pull data on FTEIC students and advising protocol Assessment: 1. 1	Tracking the number of “touches” that each FTEIC students has with advisors	May	2023	IT consultants
Teach FTEIC students in LLS 1311 Assessments 2. 1	FTEIC students will complete LLS 1311 in 8 Weeks (online 4-OR 8-weeks) with a 70% or higher pass rate	Jan.- March March- May	2023 2023	Trained instructors
Data pulled on FTEIC pass rate in LLS 1311 Data pulled for FTEIC 21 hours enrolled at CCC Assessments 2. 1, 2	Tracking FTEIC pass rate of 70% Tracking % of FTEIC enrolled in LLS 1311 by 21 hours	Jan.- March March- May	2023 2023	Instructors, ATD Data Collection, & IT consultants
Data collection in MyCCC and from Canvas course Assessments 3. 1, 2	Tracking FTEIC students who persisted from Fall 2022 to Spring 2023 Through MyCCC in advising & through Canvas LLS 1311 enrollment from Fall 2022 -Spring 2023	May	2023	ATD Data Collection; Instructors; and IT consultants
Professional Development Training for LLS 1311 new instructors Assessments 2. 1	LLS 1311 Training for new instructors	May	2023	QEP Director
<u>Year Three Summary:</u>				
<u>How to use results:</u>				

TABLE 9: 2023-2024 YEAR 4

ROAD to Success: Revitalizing Orientation and Advisement Development

ROAD to Success TIMELINE– Actions & Initiatives Year Four July 2023-June 2024				
Activity	Initiative	Month	Year	Leadership
Professional Development Training for Advisement Faculty/Counselors will document all advising sessions for FTEIC students utilizing MyCCC portal Assessment: 1. 1	Advisement training for new personnel during Pre-Conference session; ongoing training in Canvas/Zoom Tracking the number of “touches” per semester that a FTEIC student meets with advisor by phone, in person, email, or virtually	August- Dec.	2023	Director, Co-Director, IT consultant, Enrollment Manager Faculty and Counselors & FTEIC students
Pull data on FTEIC students and advising protocol Assessment: 1. 1	Tracking the number of “touches” that each FTEIC students has with advisors	Dec.	2023	IT consultants
Teach FTEIC students in LLS 1311 Assessments 2. 1	FTEIC students will complete LLS 1311 in 8 Weeks (or online 8-weeks, 4-weeks) with a 70% or higher pass rate	August- Oct. Oct. Dec.	2023 2023	Trained instructors
Data pulled on LLS 1311 and FTEIC on pass rate Assessments 2. 1, 2	Tracking pass rate of 70% for FTEIC & Tracking % of FTEIC who enroll in LLS 1311 by 21 hours at CCC	Oct. Dec.	2023 2023	Instructors, ATD Data collection; IT consultants
Faculty/Counselors document all advising sessions of FTEIC in MyCCC portal Assessment: 1. 1	Tracking the number of “touches” per semester that a FTEIC student meets with advisor by phone, in person, email, or virtually	Jan.- May	2024	Faculty and Counselors & FTEIC students
Pull data on FTEIC students and advising protocol	Tracking the number of “touches” that each FTEIC students has with advisors	May	2024	Paul Paniccia and Amy

Assessment: 1. 1				Steele, IT consultants
Teach FTEIC students in LLS 1311	FTEIC students will complete LLS 1311 in 8 Weeks (online 4-OR 8-weeks) with a 70% or higher pass rate	Jan.- March	2024	Trained instructors
Assessments 2. 1		March-May	2024	
Data pulled on FTEIC pass rate in LLS 1311	Tracking FTEIC pass rate of 70%	Jan.- March	2024	ATD Data Collection and IT Consultants
Data pulled for FTEIC 21 hours enrolled at CCC	Tracking % of FTEIC enrolled in LLS 1311 by 21 hours	March-May	2024	
Assessments 2. 1, 2				
Data collection in MyCCC and from Canvas course	Tracking FTEIC students who persisted from Fall 2023 to Spring 2024	May	2024	ATD Data Collection, Instructors, Canvas; and IT consultants
Assessments 3. 1, 2	Through MyCCC in advising & Through Canvas LLS 1311 enrollment from Fall 2023 -Spring 2024			
Professional Development Training for LLS 1311 new instructors	LLS 1311 Training for new instructors	May	2024	QEP Director
Assessments 2. 1				

Year Four Summary:

How to use results:

TABLE 9: 2024-2025 YEAR 5

ROAD to Success: Revitalizing Orientation and Advisement Development

ROAD to Success TIMELINE– Actions & Initiatives Year Five – Fall 2024 – Spring 2025				
Activity	Initiative	Month	Year	Leadership
Professional Development Training for Advisement Faculty/Counselors will document all advising sessions for FTEIC students utilizing MyCCC portal Assessment: 1. 1	New personnel will be trained face-to-face on Advisement during Pre-Conference session; ongoing training in Canvas/Zoom Tracking the number of “touches” per semester that a FTEIC student meets with advisor by phone, in person, email, or virtually	August- Dec.	2024	Director, Co-Director, IT Consultant, Enrollment Manager Faculty and Counselors & FTEIC students
Pull data on FTEIC students and advising protocol Assessment: 1. 1	Tracking the number of “touches” that each FTEIC students has with advisors	Dec.	2024	IT consultants
Teach FTEIC students in LLS 1311 Assessments 2. 1	FTEIC students will complete LLS 1311 in 8 Weeks (or online 8-weeks, 4-weeks) with a 70% or higher pass rate	August- Oct. Oct. Dec.	2024 2024	Trained instructors
Data pulled on LLS 1311 and FTEIC on pass rate Assessments 2. 1, 2	Tracking pass rate of 70% for FTEIC & Tracking % of FTEIC who enroll in LLS 1311 by 21 hours at CCC	Oct. Dec.	2024 2024	Instructors, ATD Data collection; IT consultants
Professional Development Training in Advisement Faculty/Counselors document all advising sessions of FTEIC in MyCCC portal	Ongoing Training in Advisement in Canvas/Zoom Tracking the number of “touches” per semester that a FTEIC student meets with advisor by phone, in person, email, or virtually	Jan.- May	2025	Canvas Faculty and Counselors & FTEIC students

Assessment: 1. 1				
Pull data on FTEIC students and advising protocol	Tracking the number of “touches” that each FTEIC students has with advisors	May	2025	Paul Paniccia and Amy Steele, IT consultants
Assessment: 1. 1				
Teach FTEIC students in LLS 1311	FTEIC students will complete LLS 1311 in 8 Weeks (online 4-OR 8-weeks) with a 70% or higher pass rate	Jan.- March	2025	Trained Instructors
		March- May	2025	
Assessments 2. 1				
Data pulled on FTEIC pass rate in LLS 1311	Tracking FTEIC pass rate of 70%	Jan.- March	2025	Instructors, ATD Data, & IT consultants
Data pulled for FTEIC 21 hours enrolled at CCC	Tracking % of FTEIC enrolled in LLS 1311 by 21 hours	March- May	2025	
Assessments 2. 1, 2				
Data collection in MyCCC and from Canvas course	Tracking FTEIC students who persisted from Fall 2024 to Spring 2025	May	2025	ATD Data Collection, Instructors, Canvas; and IT consultants
Assessments 3. 1, 2	Through MyCCC in advising & Through Canvas LLS 1311 enrollment from Fall 2024 - Spring 2025			

Year Five Summary:

How will results be used: