

Title V Co-Op Grant | April 2017

Project Director (100% time Faculty Release): A full time faculty member will be released to serve 100% of full-time as Project Director to ensure compliance with federal regulations and achieve other key management objectives. The Project Director will oversee all project implementation strategies working closely with Project Staff

- Provide leadership for and direct all aspects of the Title V project, working closely with project staff to develop and implement all planned strategies
- Oversee hiring of new project staff, replacement of released faculty
- Supervise and collaborate with Title V staff, Advisory Board, faculty participants, and internal and external evaluators of the project
- Serve as project liaison to all affected BC administrators to ensure smooth and timely integration of grant activities with new and existing faculty development opportunities
- Supervise fiscal management of the project, ensuring that all established Federal and BC fiscal policies and procedures are followed
- Communicate the progress of the project to campus administrators, college faculty, and all stakeholders on a regular basis
- Oversee formative and summative evaluation according to the Evaluation Plan
- Disseminate all relevant Title V evaluation results and findings on and off-campus
- Coordinate meetings and prepare agenda for Advisory Board
- Submit periodic reports to the college's Board of Trustees, Executive Committee, and Academic Senate on the project as it addresses BC strategic planning goals/needs
- Submit satisfactory Interim, Annual and Final Performance Reports to the funding agency
- Oversee and advocate for institutionalization of all effective project innovations

Department Assistant III (100% Full-Time) Funding is requested for a well-qualified Department Assistant III to assist the Project Director in record-keeping, project implementation, budget monitoring, performance reporting and related project activities. **Minimum Qualifications:** Associate degree or higher, experience assisting a multicultural population, paid work in an educational setting preferred, ability to prioritize time, identify persons who should be referred to other campus services, ability to efficiently use various computer software application programs and operate other audio-visual equipment, proofreading and good composition, grammar, and punctuation skills are necessary, ability to understand reporting requirements, produce accurate, technical information in a grammatically correct, attractive, and printed form.

Data Coach Lead (40% Faculty Release) While the Data Coach capacity is expansive, the need for dedicated coordination of this work in the early development of the program is great. Data Coaches currently work with the Institutional Effectiveness office to pull student cohort data by meta-major and affinity cohort groups. Coaches play a critical role in Completion Coaching Communities by ensuring interventions are both meaningful and timely based on key aggregated and disaggregated student data. Data Coaches will provide Deans with formative student data in advance of regular Completion Coaching Community meetings at the following points:

- 3rd week of the semester
- 6th week of semester
- 9th week of semester
- 12th week of semester

Additionally, Data Coaches are responsible for providing tri-annual reports to Deans at the close of each term (fall, spring, summer).

Meta-Major Faculty Release (40% Faculty Release): Funding is requested for a faculty member to develop a first-term experience course for each meta-major, as well as to develop a system for integrated academic support services with the critical course of the meta-major pathway.

Counseling Lead (40% Release): Funding is requested for a counseling faculty lead to develop and implement a new model for counseling and advising within the Completion Coaching Communities framework. This person will also lead professional development campus-wide, taking the campus redesign to the next level.

Academic Support Lead (40% Release) The Academic Support Lead will support the various Academic Support Services to develop an integrated planning model to reach high-need students within the meta-majors. Academic Support Services include, but are not limited to: Supplemental Instruction (SI), Extend the Classroom, Tutoring Center, and others. The lead will serve as the primary liaison for the integration of AccuSQL reporting features to Starfish in coordination with the Starfish Consultant to ensure early alert tracking by meta-major cohort groups.

Starfish Consultant: Rebecca Weaver will serve as the specialist supporting the integration of Starfish with BC's existing technology framework. BC already has a contract in place for Ms. Weaver and this funding will help sustain her ongoing implementation work. Ms. Weaver is an accomplished senior professional services leader possessing more than 25 years of progressive experience in technology leading global ERP implementations, professional services, project management, and consultancy. She is a respected leader and motivator adept at building and managing collaborative, matrix teams dedicated to service and excellence. Weaver is results-driven with a consistent history of goal achievement including the re-engineering of management consulting practices adding change management and student success, improving service delivery of business process management and business analytics to achieve YoY growth of 35%.