



TITLE III

Internal Evaluation Team

Minutes

OCTOBER 26, 2006 1:00pm

The Title III Internal Evaluation Team met on Thursday, October 26, 2006 in Noble Russell Room 116. Members present were Kermit Carter, Samantha Delgadillo, Gerald Jackson, Tammy Kerby, and Nathan Tyler. Randy Cox, Richard Ferrara, Theresa Hamilton, Deby Lee and Dena Stephenson were unable to attend.

Welcome

- Since Dena Stephenson was unable to attend, Tammy Kerby presided over the meeting and welcomed the members.

SPACE – (Student Portal And Collaboration for Education)

- Tammy reported that, as of the latest log analyzer report (09/30/06), 1,324 students have logged onto their SPACE email accounts.
- Tammy noted that Deby Lee had phoned in an update from the Nursing Dept. Deby reported that they are conducting a lot of communication with their students through SPACE and have received good responses.
- Dena recently sent a memo to all Faculty members regarding tips for using SPACE. A copy of the memo was provided.
- Gerald noted that the laminated pocket cards and post-it notes used to promote SPACE do not provide any information that would link SPACE with the Title III project, therefore most faculty members may not be aware that SPACE is funded by the Title III grant.

Marketing

- Tammy asked team members to be thinking of additional ways that we can get people to understand what the Title III project is about – both the Virtual Student Services Component and the Academic / Course Redesign Component. Members had the following suggestions:
 - Public Service Announcements using 4CTV and 2CTV – using flat screen TV's located in all buildings
 - It was noted that the Huntsville Campus does not have access to 2CTV and 4CTV.
 - People should know why Title III is important to them and how it affects them directly
 - Promote as "Title III – 3 Reasons Why It Is Important To You"

Grade Distributions

- Tammy reported that she, Dena, Randy Cox and Dr. Hamilton had met on September 29th to discuss the variables that are causing frustration in calculating and comparing grade

distributions. Guidelines were developed and put into a “Memo of Understanding” which was distributed to the members and is on file in the Title III office. She also noted that Carolyn Jarmon from the National Center for Academic Transformation was also consulted. Some of the decisions include:

- Exclude grades of “Incomplete”
- Grades will always be compared only to *like* semesters: ie. Fall to Fall
- Comparison of instructor-to-instructor, section-to-section will be used for internal evaluation purposes through one semester past full implementation. Then the course mean will be used.

Retention

- Tammy noted that Nathan has developed a program that will track retention of 1st time degree-seeking freshman. Dena has compared those numbers to the ACHE retention numbers and has found that they are almost identical. Nathan’s report also captures the number of graduates for each cohort. Therefore, Title III will use Nathan’s report to calculate retention rates.
- Samantha requested a retention report for 2004 and 2005 ORI students. Tammy will run the reports and forward the results to Samantha.

Course Redesign Timeline

- For reference, a semester-by-semester timeline for all course redesign rounds was provided. It depicts the beginning of the project (Round 1, Spring 2005 semester) through full implementation of Round 5 in Fall 2010.