Grand Rapids Community College

Faculty Equated Overload/Release Time

End of Semester Report
(revised July 2013)
Student Success & Retention

Summer 2013

Name  Vikki Cooper  
Faculty Assignment  
Director of Instruction for Developmental Education

Note: Please take a moment to review the letter you received from the Office of the Provost. That letter describes your faculty assignment in detail. As you complete this document, please refer to the specific tasks that you were asked to complete.
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Accomplishments</th>
<th>List and briefly describe the most significant impact of your accomplishments.</th>
<th>List and briefly describe any barriers you encountered.</th>
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| 1. Provide leadership for Title III FastTrack and Student Success Coach training for cohort 2 | • This summer I met with success coaches to discuss and define their roles as support for developmental students as well as collaborate with faculty.  
• I reviewed and discussed updating Fast Track curriculum for reading, math and English.  
• Created a liaison between success coaches and coordinators to help advise students with unique scoring into correct courses.  
• Assisting success coaches with activities to use during classroom visits to RD 095 cohort group.  
• Created survey for all AFP faculty which focused on their knowledge of success coaches and the Student Success Center. | • Helping success coaches create relationships with faculty has been the most significant accomplishment this summer. I spent a lot of time meeting with the success coaches and helping to define their roles with faculty.  
• Next steps helping to forge a bond between faculty and success coaches will be to encourage success coaches to do classroom visits. | • There was some resistance from the coaches as to how to respond to faculty concerns. |
| 2. Provide revision of NADE applications as needed/requested from NADE | • Linda Spoelman and I spent this spring going over NADE certification for reading. We discussed next steps for English certification and I have had conversations with Megan Coakley to create a timeline for completing the English certification.  
• Shanna Goff is waiting for data so that we can resubmit the math documents. | • Linda and I changed the focus of the NADE reading certification so that there are now measurable outcomes. We will most likely have to wait on data before we submit the application.  
• We are still waiting on data for math as well. | • There have been frustrations with NADE and the certification process. I think that we should reconsider our focus in this area. |
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<tr>
<th>Student Success &amp; Retention</th>
<th>Dean’s / Supervisors’ Comments:</th>
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<tr>
<td>Vikki Cooper</td>
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<td>Summer, 2013</td>
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3. **Develop Reading Apprenticeship training curriculum for 13-14**

   - Training curriculum has been created for short Reading Apprenticeship trainings. I plan to meet with Jeremy to discuss marketing and offering Reading Apprenticeship training for various content levels.

4. **Develop and finalize Fall 2013 AFP Opening Day program in conjunction with CTE**

   - Opening Day went well. Tracy Payne and I organized the logistics and ordered lanyards to give out to faculty and staff who attended the event.
   - The only part of the event that took a significant amount of work was organizing the panel discussion lead by our Success Coaches.
   - We surveyed faculty in early August and used the survey results to create questions and to clarify misconceptions. This part of opening day seemed to go over well as faculty had a lot of questions and we were able to help create a bond between faculty and coaches.
   - Faculty and staff were also given an AFP information reference sheet.

   - Opening day went well most faculty said that they thought that it was very informative and they liked being able to talk to the success coaches.

   - I need to schedule at least three trainings for the fall. I am trying to find catchy topics that will entice faculty to attend.

   - Teachers need resources and for future learning days and opening days we should give them information or resources that they can use right away.
Section 2 – Reflect on your EOL/Release work this semester and respond to the three items below.

| Please list and describe no more than three activities or accomplishments that went particularly well. | Fall Opening Day went well this year. Faculty and staff who attended seemed gave positive feedback.  
The Success Coach survey was successful not only for information for opening day, but success coaches paid attention to faculty comments and discussed ways to make changes. |
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<td>Please list and describe how your particular efforts could have been better supported.</td>
<td>This summer I was supported in every way. I think that I have to learn how to ask for help and utilize Tracy’s skills as an administrative assistant.</td>
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<td>Please use this space to document any other concerns, suggestions, or comments.</td>
<td>Next summer I would like to spend time in enrollment, counseling and admissions so that I can have a better understanding of each process.</td>
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