

Fall 2016 Digital Toolkits Team Meeting November 17, 2016 3:00-4:00pm iTeach lab

Attended: Ibrahim Rosic, Anna Radlowski, John Swistak, Jocelyn Ireland, Michael Faitell, Gary Kulis, Hilmar von Strunck, Salina Billins, Maimun Khan, Rachel Golden, Breanne Rathbun and Steffani DiPierro

Missing: Jim Roberts, Maria Ramos, Nivia Cavic, Kristen Raab and James Lynch

Jocelyn-

- Email for OER States
- Assessment tool- available to everyone
- Making a one page checklist (trying to make it more of a scorecard)
- Rank OERs
- Happy with all the teams so far (their goals and visions for everyone)
- The content might not always be there but the vision is
- We are on path
- Constantly evolving
- Good direction with everyone

Ibrahim-

- Maryrose would like to expand digital tool kits to other classes
- Next semester other faculty can use the material

Jocelyn-

- Tool kits not set in stone
- We are working on and are continuing to work on
- Everyone has a good message to get across

Ibrahim- Can other faculty use it?

Anna- To her understanding they can

Ibrahim-

- Share it later on with everyone else. Available to look and see. What they can borrow and share

Jocelyn-

- Talking point.
- Positive message, get inspired by something

Ibrahim-

- EN101, Stats and Psych 101 next semester
- Continue with Starfish, digital toolkits and completion coaches
- CRN will be assigned to coach, make it easier for coaches
- 15 courses from these groups
- Picking up additional 18 courses from different groups
- 33 participating all together
- Coaches will still visit classes and meet with students in need of coaches
- End of semester we will all meet together and share some ideas. What worked what didn't work. Make sure we don't make the same mistakes.
- By next year, whole campus should be using Starfish

Maimun-

- Initially reached out to all students
- Flagged students got the most attention
- Plan of emails and contacts to remind them that she's still their coach
- Choppy process (the alphabetical process)
- So now, she will have CRN + alphabetical students

Gary- Are the Completion Coaches overwhelmed?

Maimun- It's a different case load. Software and procedures are her biggest concern.

Rachel- It was their first semester, so she had to learn the order. Now becoming more confident of her personal systems going into next semester. Flagging is more important (to intervene) going forward, flagging as soon as possible to get an intervention.

Salina- The unknown. Students she may have missed procedures with. Seeing students outside of Gateway. Wishes she could document them with the others. One possible intake? (Spoke to Ibrahim about going forward with.)

Maimun-

- Policy and procedures flags possibly
- Starting at the same place, don't have to use it the same though

Rachel-

- Focus on students flagged, providing intervention
- Prioritize the order by the flags

John- **Will there be two coaches?**

- Answered: Completion Coach will remain, even if in another class that has a different coach.

Maimun-

- Already had students in multiple classes

Ibrahim-

- Difficulty assigning students to coaches by letter this past semester
- End of October was finally assigned
- We are learning from mistakes

Maimun-

- Does the hybrid online
- Goes to Rome
- Feels better connected now
- She can pop into a class and intrude on class being taught, feels better on her end

Ibrahim-

- 1,000 students plus students already in the program
- Capture students not doing well from the beginning

Mike- **Students get alerted when flagged?**

Salina- That's the goal. Gets daily report.

Ibrahim-

- In a couple weeks meeting about attendance for Starfish, for all classes. Banner or Starfish?
- Paul is implementing newer version of banner over the summer
- Creating more work for faculty
- Jim says that Starfish communicates with banner well
- What device do we set up so that it doesn't take six minutes to boot up computers and load and log in blackboard for attendance?
- Devise punch in password and attendance so it comes up right away (that's the goal)
- Jim is coming up with something preloaded

Bre-

- A lot of math students
- Lots of Gary's students consecutively
- Seeing Statistics students
- Hoping to use *make an appointment* part through Starfish

Ibrahim-

- Difficulty in the beginning of semester because of the move. Lost some students
- Next semester we will be back to normal

Salina-

- Once everyone is on board it'll be more cohesive
- She is coming up with a twenty page how to guide
- Once we get acclimated we can insert a comments section. Hoping to get to that point, it'll come in time
- Kudos to Hilmar's student who got into CSTEP
- We are all in this together with the students
- This is a work in progress

Rachel-

- Can't stress it enough, FLAG!
- We are here to help your students

Salina-

- Looking forward to sending prompt emails to classes

Rachel-

- Time management
- 5-10 minute class visits for your classes
- Hilmar invites the Completion Coaches to come in during their exam days. They speak to the student's right after they get their scores.

Salina-

- Teach the students classroom etiquette

Ibrahim-

- Or how to send an email

Salina-

- Use calendar in Outlook, teach students how to use

John-

- Concern: When he goes to log out it tells him error every time. Has to log out from blackboard instead.

Salina-

- Right click and open a new window

Gary-

- Hasn't used Starfish to his full potential
- He complimented coaches on students he has flagged, they have done a great job with it
- Very beneficial

Anna-

- Also hasn't used to full potential
- Just updated attendance yesterday
- Issue other than attendance, she made some flags during the survey but doesn't have any severe issues with students. Students do a great job of communicating with her.
- Doesn't want to flag if she has communicated with them

Rachel-

- Flag only if concerned and you want an intervention

Salina-

- Working to not make survey so repetitive
- Don't have to flag all the time
- Flag questions won't be the same

Maimun-

- Shared with us about John's student who joined his class late, got bad grades and was flagged. Waited to address, now at midterm time student is getting better grades and caught up.

Rachel-

- Early intervention. Or if you address it you can clear the flag so completion coach doesn't have to get involved.

Mike-

- Concerns: Time!
- Platform annoys him
- The future device Ibrahim suggesting sounds like heaven
- Waiting for multiple mistakes to flag
- Leaves comments with absences
- Never puts conversations in Starfish, forgets to
- Would be nice to get an email that says student was contacted. System was updated.

Ibrahim-

- Will look into this!

Salina-

- There is an option to see summary if flags were cleared, currently doesn't work though

Maimun-

- Trying to find a quick way to find a syllabus

Hilmar-

- Has been taking attendance throughout the semester
- It's a good tool
- Wishes there was a way to pronounce names
- Names of students that dropped classes are still listed on Starfish
- Hard to read names, wishes there was a different color
- Complimented Completion Coaches for coming to his classes

Rachel-

- Thank you for your honesty and open communication
- If you do not want to use Starfish reach out to the Completion Coaches so they can help you and teach you.