PACE GRANT

September 6, 2012
2:00 pm

Meeting Type:	**PACE Consortium Conference Call**		
Meeting Called By:	Chris McRoberts	**Written By:**	LaVeta Key

Attendees:

NWACC	☒ Chris McRoberts ☒ Lindsay Robinson ☒ LaVeta Key	☐ Other ☐ Other
College Roll Call	☒	☐ Other
AATYC	☐ Mike Leach	☐ Other
New Growth	☐ Chris Spence ☐ Joel Elvery ☐ Holly Parker	☐ Other ☐ Other

MINUTES

Agenda item: **Surveys** **Presenter:** Chris McRoberts

Discussion:

The submission of Strategy I and II surveys have been reviewed and are being used to sort through the comparison cohort design.

A Strategy III survey will be forthecoming.

Action items	Person responsible	Deadline
✓ Strategy III Survey's	TBD	TBD
✓		

Agenda item: **Evaluation Data File** **Presenter:** Chris McRoberts

Discussion:

Participant Data File:

Project Coordinators should have received the final participant data file. There have been several questions as they relate to the Evaluation Data File and answers will be attempted on this call. Typically the evaluators will participate on the conference calls but had a scheduling conflict for today's call. Difficult technical problems will be defered to them for a later response.

11th Day Participant Lock:

There was a mistake in the email refering when to "lock" the participant file. The email should have said to "lock" the file on the 11th day of classes. Please include all students enrolled in Strategy II programs as of your 11th day census count.

Strategy II Enrollee's

Only students enrolled in Strategy II programs will complete the Intake Form. These are the students on which paper files should be maintained. A list of required documentation was emailed to the Project Coordinators earlier.

PREP Program and FERPA:

Colleges were asked to report on the Data File all students who participated in PREP programs as well as students who earned PLA credits. It was brought to our attention that Social Security numbers were also requested for these students. This has created a small issue since these lists include students who are not participants and thus have not

signed a release of information. Colleges are asked to go ahead and collect all of the fields of information. Students may voluntarily offer their SS numbers to you, although those numbers may not be able to be shared. The management team and the evaluator are working on a resoltuions that will comply with FERPA, not create additional administrative burdens, and still provide the consortium with a comprehensive evaluation on these strategies. Please collect the information and hold it locally.

Comparison Cohort:

There is nothing required at this time.

Action items	Person responsible	Deadline
✓ 11th Day Participant Lock	All Colleges	Starting 11th day
✓ Intake Form for Strategy II participants	All Colleges	Immediately
✓ PREP		

Agenda item: **Continuous Improvement and Monitoring** **Presenter:** Chris McRoberts

Discussion:

Chris McRoberts and Lindsay Robinson from NWACC and Mike Leach with AATYC will be scheduling college visits in the near future. Those persons needed for the meeting and any documentation required for the visits will be sent before the visits are scheduled.

Action items	Person responsible	Deadline
✓ Site Visits	Mgmt. Team/AATYC	ASAP
✓ Documentation / Availability of needed college personnel	Colleges	Upon Request

Agenda item: **Federal Project Officer** **Presenter:** Chris McRoberts

Discussion:

PACE has recently been assigned a new Federal Project Officer. Correspondence to date has been via email only but response has been good.

Action items	Person responsible	Deadline
✓		
✓		

Agenda item: **Web Calendar** **Presenter:** Chris McRoberts

Discussion:

A calendar has been requested from NWACC's IT for installation on the PACE website. Once it is up and running, notifications will be sent. Future PACE activities will listed on the calendar.

Action items	Person responsible	Deadline
✓ Web calendar installation and notification	LaVeta Key	ASAP
✓		

Agenda item: **Professional Development – Technical Assistance** **Presenter:** Mike Leach

Discussion:

Professional Development Opportunities

AATYC Conference

Arkansas Association for Development Education Conference

Math

Math coaches will be at the AATYC Conference October 15 and 16. They will be at the Austin Hotel and be available for drop in discussions between math faculty and coaches. The math coaches are also supposed to be planning

monthly conference calls and this information will be forthcoming.

Reading and Writing

Reading and Writing coaches will be doing workshops on September 20 and 21st. No location has been secured at this time. Details will be forthcoming. The plan is to split the regions and have two regions per day as has been done in the past.

Both Reading and Writing and Math workshops will have the same presentation on each of the two days. Faculty can choose the best time and location for their needs.

Fall Activities

Workshops on Employer Engagement and CTE (how you work with employers and make curriculum relevant to employment) – this will be headed by Steve at AATYC.

Department of Workforce Training is being scheduled to talk about training centers and how partnering may happen.

Workshops around advising are being scheduled with NAKATA and other colleges, some in our own state, to talk.

The Nursing Program has settled on Linda Caputi to provide professional development and technical assistance for the curriculum redesign and moving forward on the PACE redesign by reducing credit hours/blended training/learning/etc. Tentative details are scheduled for around November 19, December 3 and January 18.

The American Council of Education and College Board, both with possible valuable resources, will be possibly providing a webinar around PLA. They have developed guides for awarding military and occupational experience.

Additional details will be forthcoming as they are scheduled.

Action items	Person responsible	Deadline
✓ Professional development scheduling and notification	Mike Leach	ASAP
✓ Registration for professional development workshops	Colleges	When notified

Agenda item: **AATYC Conference** **Presenter:** Mike Leach and Lindsay Robinson

Discussion:

The AATYC Conference scheduled for October 14,15 and 16 have been pre-approved for PACE funds for personnel working directly with PACE.

There are planned sessions that will highlight the work that has been done under PACE. Any college that is interested in sitting on a panel for the discussion, please contact Mike Leach. Areas of discussion will center on Reading and Writing; Streamlining CTE on Strategy II; College Advising; Test Prep and PLA

Action items	Person responsible	Deadline
✓		
✓		

Agenda item: **Budgetary – Procurement** **Presenter:** Lindsay Robinson

Discussion:

First Year Procurement

Any purchases for year one that haven't been completed, especially those towards career and advisements, software purchases and advising purchase reimbursements need to be completed ASAP. Those services are supposed to be up and running as of now.

Any Math/Strategy II / Computers / Smart Boards requests for purchase need to be submitted now.

November 15 is the last day for equipment purchases over $5000. Please get those started now. Even though equipment is a quick turnaround, it is still a lengthy process.

Action items	Person responsible	Deadline
✓ Equipment Purchases / Procurement	Colleges	ASAP
✓		

Agenda item: **Budgetary – Faculty Payroll** **Presenter:** Lindsay Robinson

Discussion:

Keep in mind PACE can pay for faculty who are teaching the redesigned classes. If they are full-time faculty and a redesigned class is part of their fulltime load; then PACE can pay a portion of their salary/fringe. If they are teaching a redesigned class as an overload (or as an adjunct); then PACE can pay the overload amount and fringe.

Documentation for reimbursement purposes will require a copy of the employment contract/memorandum that shows the stipend/overload amount and what class they are teaching and/or the description of their PACE responsibilities.

OR

A make journal entry for their salary and fringe back to PACE on a monthly basis based on the actual hours worked, please send Lindsay an email for guidance on how "back-up documentation" will need to be done.

Time and Effort is a lot easier for those who are just teaching the redesigned classes. Please request documentation to use for modifying the Time and Effort to fit respective needs. If a PAR form is used at an individual institution, it is acceptable and can continue to be used. Documentation will need to contain school name, employee name, position, reporting month, name of the class, distribution of time and hours. Please make sure faculty fill Time and Effort monthly and sign.

Action items	Person responsible	Deadline
✓ Faculty Payroll Reimbursements	Colleges	ASAP
✓		

Agenda item: **Budgetary – Professional Development** **Presenter:** Chris McRoberts and Lindsay Robinson

Discussion:

There are still professional development funds available for upcoming fall conferences. Contact Chris M or Lindsay R for opportunities.

Action items	Person responsible	Deadline
✓ Professional Development Opportunities	Colleges	
✓		

Agenda item: **Budgetary – Additional Money in Salary / Fringe** **Presenter:** Lindsay Robinson

Discussion:

Math labs may need additional tutoring and instructional help in their classrooms. If additional assistance is needed, please contact Chris and Lindsay to verify if this is within the scope of the grant for these additional resources. Colleges cannot hire these positions without first submitting a request through Chris or Lindsay to verify if this is within the scope of the grant before these additional resources can be implemented. These positions will need to be approved through our grant FPO.

Action items	Person responsible	Deadline
✓ Request for math tutoring / instructional help	Colleges	ASAP
✓ Grant verification	Chris M. / Lindsay R.	Upon Request

Q: Do the individual IR personnel at the colleges need to prepare the Data Spreadsheets PACE and Evaluators have developed or can they develop their own.

A: Use the Data Spreadsheet previously sent.

Q: When should colleges submit participant files?

A: Do not send any files until requested to do so.

Q: When will this occur?

A: Most likely the workbook won't be sent until January. Still working on a secure way to upload the files due to the confidential nature of the information.

Q: If Strategy II hasn't been completely redesigned, computer information and technology hasn't been completed; it won't be possible to complete the equipment requests prior to November 1. Clarification is needed on the type of equipment being requested. So what happens at this point?

A: A follow-up call should be scheduled with Lindsay and Chris to discuss.

Q: Can needed supplies still be purchased in the second year (not an equipment purchase)?

A: Yes, supply funds will be available the second year.

Q: Can tutors for pathway programs be hired and paid for from PACE funds?

A: Will need to schedule a follow-up call with Chris and Lindsay.

Q: Modular math instructors are in a class by themselves. Is there money to hire helpers in the modular math room?

A: A follow-up will need to be scheduled. A detailed job description and the plan for this position will need to be provided from the colleges. A document will be put in together and distributed on how to implement the positions.

Please read:

Please bring: