Title III: Project Administration

Carol Williams is an accomplished administrative professional with more than 20 years of experience in higher education administration, organizational leadership, research and compliance, including academic and international affairs. She is experienced in effective planning and program development, managing and organizing institutional initiatives to support student development, institutional effectiveness, and university leadership. She is recognized for her transformational leadership in leading change, creating, developing, and promoting a positive to support and strengthen the vision, mission, and goals of the institution. Ms. Williams holds a bachelor’s degree in Business Administration, a master’s degree in Public Management and is currently a doctoral candidate in Education Leadership, Policy and Law.
Inside this Issue

HBCU Part B, Activity I ..............................................5
IE Staff Enhance Skillset through Professional Development ..............................................5
34th Annual ALAIR Conference March 12-13, 2020, Orange Beach, AL .................................6
SACSCOC Annual Meeting December 5-8, 2019, Houston, TX ........................................6
46th SAIR Annual Conference September 28-October 1, 2019, Greenville, SC .........................7
Webinars ................................................................7
TSCC Hosts SACSCOC Successful Substantive Change Visit .............................................8
Using Data to Make Informed Decisions at Trenholm State ................................................8
HBCU Part B, Activity II .............................................9
HBCU Part B, Activity IV ..........................................10
HBCU Part B, Activity V ...........................................11
Student Success Center Conducts Virtual Classroom Visits ...............................................11
Study Skills Workshop – Summer 2020 Virtual Workshop Series ........................................11
ACCUPLACER Prep Sessions Go Virtual ........................................12
“Overcoming Math Anxiety” Workshop Summer 2020 Workshop Series .............................12
HBCU Part B, Activity VI ..........................................12

Equal Opportunity in Education and Employment

It is the official policy of the Alabama Community College System and H. Councill Trenholm State Community College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age or any other protected class as defined by federal and state law be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment.

What is Title III?

Strengthening Historically Black Colleges and Universities Program

Title III funds may be used for the following activities:

- To purchase, rent, or lease scientific or laboratory equipment for educational purposes, including instructional and research purposes.
- To establish or enhance a program of teacher education designed to qualify students to teach in a public elementary or secondary school in the State that shall include, as part of such program, preparation for teacher certification.
- To establish community outreach programs that will encourage elementary and secondary students to develop the academic skills and the interest in pursuing postsecondary education.

Title III, Part F

Fostering Undergraduate Talent by Unlocking Resources for Education (FUTURE) ACT

The United States House of Representatives unanimously passed H.R. 2486, the Fostering Undergraduate Talent by Unlocking Resources for Education (FUTURE) Act on December 10, 2019. This bill permanently authorizes funding for minority-serving institutions of higher education and increases the authorization of appropriations for Pell Grants.

Title III funds may be used for the following activities:

- To support of faculty exchanges, faculty development, and faculty fellowships to assist in attaining advanced degrees in the field of instruction of the faculty.
- To support of faculty exchanges, faculty development, and faculty fellowships to assist in attaining advanced degrees in the field of instruction of the faculty.
- To purchase of library books, periodicals, and other educational materials, including telecommunications program material.
- To purchase library books, periodicals, and other educational materials, including telecommunications program material.
- To acquire real property in connection with the construction, renovation, or addition to or improvement of campus facilities.
- To purchase of library books, periodicals, and other educational materials, including telecommunications program material.
- For funds management, administrative management, and acquisition of equipment for use in strengthening funds management.
- For funds management, administrative management, and acquisition of equipment for use in strengthening funds management.
- To establish or improve a development office to strengthen or improve contributions from alumni and the private sector.

Federal assistance under these programs may not be used to cover any general operating and maintenance expenses of grantees or to supplant what an institution would otherwise spend to carry out activities allowed in the programs.
Meet Our Title III Activity Directors

HBCU Part B, Activity I: *Strengthening the Office of Institutional Effectiveness and Research*

The purpose of this unit is to maintain a historical database of college data; assists with the systematic evaluation of educational support services, administrative processes, and fiscal resources to identify the strengths and challenges of the College. The office will help the College to maintain its status as an accredited institution.

HBCU Part B, Activity II: *Improving Instructional Facilities*

This activity is designed to alleviate the deficiencies in the physical facilities of the College. This activity will focus on repairs/renovations of existing campus buildings that currently house academic programs and services to ensure a conducive learning environment.

HBCU Part B, Activity III: *Strengthening Funds Management, Administrative Management, and Acquisition of Equipment*

This activity is designed to address the problems in the College’s current system of managing and collecting information. Since the computer system is the pivotal component of this activity, the administrative computing system will continue to be enhanced and secured through utilization of needed software and hardware updates.

HBCU Part B, Activity IV: *Strengthening the Library Resources through Cutting-edge Technology*

The focus of this activity is to strengthen and improve library resources by increasing library books, periodicals, and educational material, telecommunications material, and digital collections. Students, faculty, and staff will have access to a variety of resources to enhance and improve student success.
Meet Our Title III Activity Directors

HBCU Part B, Activity V: Tutoring, Counseling, and Student Service Programs Designed to Improve Academic Success
This activity is designed to improve academic success through tutoring, counseling, and other student service programs. This activity will address critical issues pertaining to retention.

Activity Director: Kenneth Ward, Jr., Accounting Instructor/Program Coordinator

HBCU Part B, Activity VI: Enhancing Professional Development for Faculty and Staff
This activity is designed to provide ongoing and systematic professional development opportunities for faculty and staff to increase productivity and effectively meet the needs of students.

Activity Director: Kenneth Ward, Jr., Accounting Instructor/Program Coordinator

HBCU Part B, Activity VII: Strengthening the Effectiveness of the Office of Development and Institutional Advancement
This activity is designed to expand awareness of, advocacy for, engagement in, and giving to Trenholm State Community College. The activity will strengthen the Office of Development in an effort for strengthening institutional growth and sustainability.

HBCU Part F, Activity I: Developing and Strengthening Academic Programs and Services
This activity is designed to promote curriculum development and the enhancement of instructional delivery by purchasing state-of-the-art equipment and supplies to prevent obsolescence and to meet the changing needs within the College service area.

To improve academic quality, this activity will develop new academic programs and curriculum. The activity will also enhance, establish, and support academic programs in the following areas: improve student-learning outcomes, increase retention rates, increase student satisfaction, improve technology, facilities, and library holdings.
Interim Dean of Institutional Effectiveness, Dr. Mimi Johnson, serves as the director for the Strengthening Institutional Research and Effectiveness activity. Title III, Part B, funds have enabled the Office of Institutional Effectiveness to implement planning hearings at Trenholm State Community College for fiscal year 2019-2020. The Planning Hearing Committee members are Chair, Dr. Mimi Johnson, Dean of Workforce Development and Career Technical Education, Danny Perry, Dean of Instruction, Dr. Nakia Robinson, Dean of Allied Health, Dr. Tracie Carter, College Registrar and Director of Records, Dr. Tennie McBryde, and Assessment and Accountability Coordinator, Eboni Eiland.

Trenholm State department heads and program coordinators presented oral and written assessment findings to the Planning Hearing Committee with emphasis on actual results and how the results were used to make improvements and enhance student success in their respective departments and programs. After the hearing, department heads and program coordinators received a written report from the Planning Hearing Committee that addressed any strengths and deficiencies found by the committee and a timeline to correct any deficiencies.

One of the premises postulated by the office of institutional effectiveness (OIE) is that professional development is critical and necessary for employees to continue to not only be competent in their profession but also to excel in it. Professional development ensures that knowledge and skills stay relevant and up to date. In the field of institutional effectiveness, there is always innovation and improvements; therefore, the OIE considers professional development to be paramount. With that in mind, the activity director, Dr. Mimi Johnson, participated in several professional development opportunities:
The Alabama Association of Institutional Research (ALAIR) is an organization offering a variety of professional opportunities for individuals involved in institutional research and related activities in Alabama’s institutions of higher education. It is affiliated with SAIR and the Association for Institutional Research (AIR). Dr. Johnson has been a member of ALAIR since 1997 and served as its president in 2001. The conference theme was A New Decade of Data, which was selected to reflect challenges and opportunities higher education is facing in an increasingly data-centric world. Dr. Johnson attended a preconference workshop, IPEDS Beyond Compliance: How to Use IPEDS Data to Examine Student and Institutional Success. She also participated in the Sandcastle Team Building activity, where her team won 1st Place for their sandcastle. Dr. Nuria M. Cuevas, SACSCOC vice president served as the keynote speaker. Dr. Johnson attended several sessions at the conference, which were, Institutional Effectiveness, The First Year; Riding the Waves of Productivity: Tips and Tricks for Office Organization and Efficiency; Renegade Your Stress Away and Planning Doesn’t Have to be a Beast. At this conference, Dr. Johnson, received a turtle pin to be placed on her conference badge to identify her as a past president of ALAIR.

34th Annual ALAIR Conference March 12-13, 2020, Orange Beach, AL

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) annual meeting was held in Houston, Texas, and had the following theme: The New Moonshot: A Giant LEAP for Education. Sessions attended by Dr. Johnson included: (a) Student Achievement 8.2; (b) Strategic Planning and Institutional Effectiveness: Creating and Executing a Process that is Ongoing, Comprehensive and Integrated; (c) Demystifying the Data: An In-depth Exploration of Developmental Education in a Community and Technical College System, (d) Institutional Effectiveness: Setting Conditions for a Sustained “Orbit” of Success; (e) A Strategy to Comply with Standard 8.1: Public Disclosure of Student Achievement; (g) Student Achievement 8.1; and (h) Houston, We have a Problem: Integrating Outcomes, Improvements, and Strategic Planning.
The Southern Association for Institutional Research (SAIR) is dedicated to the advancement of research leading to improved understanding, planning, and operation of institutions of post-secondary education. SAIR provides a forum for the dissemination of information and interchange of ideas on problems of common interest in the field of institutional research. Also, SAIR promotes the continued professional development of individuals engaging in institutional research and fosters the unity and cooperation among persons having interests and activities related to research.

The theme for the 2019 Annual SAIR Conference was Tools for Transformation, which focused on transitioning or redefining institutional research from a compliance reporting office into a data-empowerment function. The conference presented several innovative tools and best practices to accomplish this task. Sessions attended by Dr. Johnson included: (a) Creating a Toolkit for Hosting a Successful On-Site Committee Visit; (b) Survey Writing 101; (c) Creating an Annual Report: One Way to Communicate the Value of Your IR Shop; (d) Tools for Identifying and Implementing Student Achievement Strategies; (e) Demystifying the Strategic Planning Process; (f) Mapping IPEDS to the SACSCOC Standards; (g) Redesign of Key Processes for Institutional Effectiveness Compliance; and (h) It Takes a Village to Improve Assessment.

One of the highlights of the conference was for Dr. Johnson to see one of her mentors, Dr. Glenn James, receive the James Montgomery Outstanding Service Award. Dr. Johnson also had the opportunity to meet with Mr. Ron Jennings of SmartEvals! (see photo) Trenholm State currently uses DropGuard Retention Solutions as its early alert warning system.

Webinars


Under the auspices of the Office of Institutional Effectiveness at Trenholm State, several Trenholm State assessments and institutional effectiveness documents were developed and published. The Trenholm State assessments are surveys administered and analyzed by the Office of Institutional Effectiveness to investigate students, employees, and external stakeholders’ perceptions about instruction and a myriad of services provided by the College. During the period of October 2019 to June 2020, 11 Trenholm State assessments were published and posted to the Institutional Effectiveness page on the Intranet: 2019 Alumni Satisfaction Survey, 2019 Student Satisfaction Survey, Fall 2019 and Spring 2020 Dual Enrollment Student Surveys, Spring 2020 Math Emporium Student Survey, COVID-19 Student Climate Survey, COVID-19 Faculty Distance Education Survey, Fall 2019 and Spring 2020 New Student Survey, and Spring 2020 Library Satisfaction Survey. The office staff also published several institutional effectiveness documents, which included: 2020 Program Viability Study, Fact Book, and Fast Fasts. All documents are made available to college decision-makers.

On January 27 – 30, 2020, TSCC hosted the College’s accrediting body, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), for a substantive change visit to add an instructional site at the Autauga Technology Center. This visit was the culmination of approximately six months of intensive work to establish a dual enrollment site. Activity Director, who also serves as the College’s Accreditation Liaison, coordinated the visit. A team of two colleagues from other community colleges outside of Alabama and Dr. Nuria Cuevas, SACSCOC vice president, visited the main campus of Trenholm State Community College as well as the Autauga Technology Center. The College did not receive any recommendations as a result of this visit.

**TSCC Hosts SACSCOC Successful Substantive Change Visit**

**Using Data to Make Informed Decisions at Trenholm State**

Title III Newsletter | Fall 2020
Title III funding purchased a new Samsung ultrasound system that will provide students and faculty with an improved ultrasound lab experience. Another exciting feature of this system is its ability to travel. This portable, laptop system, will now allow the program to highlight the career field and Trenholm State in regards to off-site recruiting. Brandi Merrill, Program Director states “I think we can all agree that never before has health care been so visible in the community as it is now. There are so many areas within health care that are crucial to a patient’s care and ultrasound is just one part of the team. Now, maybe more than ever, is the time to invest in our health care programs and its students. We are so thankful to Title III for this support for our program and students.”

The program continues to meet the needs of the community, as well. Jeff Hicks, Vice President of Outpatient Services at Baptist Health says “maintaining healthy communities depends on a continuous supply of skilled, knowledgeable, and compassionate health care professionals who live and work in our community. Trenholm State health care programs provide us with a steady stream of ready-to-work graduates who are well-educated, well-trained, and prepared for future employment in our facilities. These programs are vital to not only our facilities but the health of our entire community. When these programs, their faculty, and their students are supported the whole community wins.”
The library has worked diligently to identify informative publications in the areas of Truck Driving and Business Logistics. The library has ordered 55 books and 103 ebooks to support these programs. These publications encompass a wide array of titles to assist students and faculty in research. The ebooks are currently available in the library’s online catalog. The printed editions are being processed and will be available for check-out by September 30, 2020.

Amy Smith, Reference/Information Literacy Librarian and Ronica Thomas, Biology Instructor, attended the HBCU OER (Open Educational Resources) Summit in Charleston, South Carolina, in February 2020. This conference offered a variety of workshops on the implementation of OER into the classroom. These open education resources are designed to allow faculty to tailor textbooks to the needs of their classes. The most significant advantage of using these resources is they are FREE or low cost to the students. As a result of attending this workshop, the College has been awarded a $2200 grant to fund the transition of the BIO 103 textbook to an OER, which will save students hundreds of dollars. If successful, implementing OER can offer Trenholm State students an affordable or no-option for textbooks in other fields of study.

The library has updated the Go-Print services for students. In conjunction with the IT Department, students will be able to use a single sign-on to log-in to the computers to perform research or prepare research papers. Also, the library will be able to issue guest passes for specific time periods for all visitors to the library. The passes will ensure guests will be able to access the computers for the specified amount of time with one extension.

The library has installed an Access Control door locking system. The security feature will ensure the safety of the students during their visits to the library. Students and faculty will be issued new ID cards with a sensor that will allow entrance to the library and library computer lab when scanned. One of the major benefits of the new door system is the tracking capabilities; it will track the number of visitors to the library for reporting purposes.

The library is exited to bring the latest in digital kiosk technology on the way to the College. In the fall semester, four digital kiosks will be placed in accessible areas around the College. These kiosks are designed to allow students to access the library resources at the touch of a button. The kiosks will also allow students to locate the library, classrooms, restrooms, etc. and provide directions to each. The kiosks will also contain a faculty/staff directory with office locations to allow students to locate financial aid, student services, the career center, etc. Students will have the technology available to send driving directions via text for various locations on the Trenholm Campus and Patterson Site.
Every semester, the Student Success Center staff eagerly await the moment they can visit with students across campus to share all the resources and services offered by the Student Success Center. The classroom visits are essential to student success as they introduce new Trenholm State students to the Student Success Center and remind returning students that the services from the Student Success Center are always available. Normally, the Student Success Center Staff visits classes in person at the beginning of each semester. However, due to the impact of COVID-19, our services transitioned to a virtual format so that students could still receive the resources and support they needed to achieve academic success. So, in accordance with the “new normal” climate of virtual learning, we created a “Virtual Classroom Visit” presentation as an alternative to the traditional on-campus visits we conduct. The PowerPoint presentation detailed how to schedule tutoring appointments or drop-in virtually for assistance, how to maintain contact with Student Success Center staff for academic support, and how to access online tutoring services through the SMARTHINKING online tutoring platform 24-hours a day/ 7 days a week. The presentation also highlighted how students should expect email invitations and announcements posted in their classes on Canvas on how to join our upcoming workshops this semester. This PowerPoint presentation was distributed via email to current students during the Summer 2020 Semester.

Study Skills Workshop – Summer 2020 Virtual Workshop Series

The Student Success Center hosted the Summer 2020 Virtual Workshop Series focused on helping students build the skills necessary to succeed in college. The Study Skills Virtual Workshops guided students through the steps to developing good study habits known for aiding in the development and improvement of study skills. Participants also learned how good study skills can increase a student’s confidence, competence, and self-esteem. The presenters also demonstrated how to access the Student Success Center website for additional web-based support resources, which included a demonstration on how to schedule a free virtual tutoring appointment online. The Student Success Center staff conducted the virtual workshops through Microsoft Teams.
The recent events of Covid-19 have created a series of unprecedented events for Trenholm State Community College. Thankfully, the administration, faculty, and staff have worked tirelessly to meet the challenging demands of quick adaption. Through the efforts of Regina Rudolph, Management Information Systems Director, and Melissa Pickett, Distance Education Coordinator, Title III hosted two Canvas workshops to help faculty adapt their classrooms to an online platform. The first Canvas meeting was held March 23 – 24, 2020, and had a combined 65 attendees over the two-day period.

The second Canvas meeting was held on May 6, 2020, and hosted 71 attendees. Attendees were exposed to the educational tools available in Canvas to meet the online lecturing needs of students. Through Canvas, students can continue to attend class through a virtual lecturing platform. Students can see the instructor, ask live questions during the lecture, and receive one on one tutoring. Trenholm State Community College continues to demonstrate its resilience to challenging circumstances.

As part of the Summer 2020 Workshop Series, the Student Success Center conducted virtual workshops on “Overcoming Math Anxiety.” Many students are struggling with math, and when combined with anxiety and the pressures to succeed, math anxiety can create a barrier to student success. To help eliminate barriers to student success, the Student Success Center staff developed the virtual workshops. Participants learned what math anxiety means, symptoms of math anxiety, and many tips and tricks to overcome math anxiety. Students also learned about the free tutoring services and other support resources available at the Student Success Center to help them achieve academic success. While sessions were available to any student, some of the session times were hosted specifically for students currently enrolled in MTH098 classes here at Trenholm State Community College. All virtual workshops were conducted by the Student Success Center staff using Microsoft Teams.

The Trenholm State Title III section of the Trenholm State website is getting a new look!