Grand Rapids Community College

Faculty Equated Overload/Release Time

End of Semester Report
(revised July 2013)

Student Success & Retention

Summer 2014

Name  Whitney Harper  Faculty Assignment  Program Director, TRiO/SSS

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.

Section 1: Report of Accomplishments

<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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<tbody>
<tr>
<td>Program Director responsibilities</td>
<td>10 students participated and successfully completed the MICUP program this year. Dr. John Cowles attended the Partner’s Meeting and the Poster Presentation. We received around 600 Blue Cards from orientation this summer. Maggie emailed all students with an invitation to apply with the application attached. Often, students do not read their GRCC email or haven’t set it up yet so we will follow up in a couple months with another</td>
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Dean’s / Supervisors’ Comments:

Whitney Harper
Summer, 2014
I staffed a recruitment table at the Raider Rally. We received 30 referral cards at the Raider Rally. These students were also invited to apply. We will be arranging open houses to accommodate large numbers.

I arranged an open house with Upward Bound this summer to include students that intended on transferring to GRCC. We had a small turn out but all students were admitted into the program.

**BCO of SSS and MICUP**

SSS received our GAN. The 2014-2015 funding was restored after being sequestered. $387,564. An increase of $202,700. Jim and I will and developed the 2014-2014 budget. This was sent to our program officer at DOE.

The last grant cycle of MICUP begins Oct 1st. We created our 2014-2015 budget. We were over $2,000 due to the amount of interest in the Parade of Nations. This is an event in Sept for students who are interested in the MICUP program for 2015. We will first attempt to get additional funds from MTU to cover the
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<td>Grant writing and reporting.</td>
<td>I attended the COE grant writing seminar. I worked with Ann Mielof to gather the data needed for the Needs Section. She will be working with Lisa and Judith from here on that section in particular. I am attending the COE National Conference with the intended purpose to learn of the competitive priorities and other pertinent information regarding the rfp. This is a new addition to the grant which adds 12 pages of services provided at reduces the time to completion.</td>
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<td>Financial Aid distribution to SSS students.</td>
<td>We are changing the eligibility of grant aid distribution. I arranged with Brynne Roberts to distribute aid to students who are EFC, GPA, eligible but also who has visited with their advisor three times per semester or more.</td>
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<td>Supervision of Peer Mentors.</td>
<td>We have interviewed and hired four peer mentors. Hien Nguyen, Amanda Aguirre,</td>
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Enemecia Sepulveda, and Sarah Upton. Hien was a MICUP student, Sarah was a student ambassador. Hien will be tutoring our students in math. We have designated a tutoring office and he will tutor 4 of his 10 hours. Amanda will also help at the front desk. They have completed all the paperwork and have already begun the peer mentor training. I have arranged for Tamber Bustance to provide team building and high school presentations. Penni will be doing a book review on leadership with them as well.

**Supervision of ESP.**

Maggie met her goals for 2013-2015-4 and we set goals for 2014-2015 on her evaluation plan. They include assisting with the Program Review, Grant Writing and Annual Performance Report.

**Management of netbook loan program.**

NA

**Compliance with US Department of Ed.**

Ongoing

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. | Hiring the peer mentors and getting them onboard for fall. |

Student Success & Retention

Whitney Harper
Summer, 2014

Dean’s / Supervisors’ Comments:
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<th>Please list and describe how your particular efforts could have been better supported.</th>
<th>Working on the Program Review, Grant, and the APR is going to be very daunting. I have spent the summer preparing documents (running transcripts for APR, brainstorming on SLO’s and preparing the needs section for the grant) but completing these projects will require team work. I have not assembled the team for the Program Review as of yet. Once that is done, possibly things will fall into place</th>
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<td>Please use this space to document any other concerns, suggestions, or comments.</td>
<td>No. Very pleased to have the peer mentor offices back 😊</td>
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