

## STEP Project Five year Timeline

Semester	Category	Task	Person(s) Responsible
<b>Academic Year 2015-2016</b>			
Fall Semester	Services/Programs for Students	Review applications and enroll Process Operating Technology and Instrumentation Technology Students into the STEP Project for Year 1 Cohort	STEP Project Coordinator (SPC)
		Orientation for new participants	SPC/Department Chairs
		Establish Tutoring and Supplemental Instruction Guidelines and sessions	SPC/Program Directors/Faculty/Learning Lab
		Conduct Seminars featuring on campus resources and guest speakers	SPC/Faculty/Dean of Student Services
		Hold individualized advising and mentoring sessions	SPC/Academic Advisors
		Incorporate an Early Alert System for monitoring STEP Project participants and tracking academic progress	SPC/Office of Institutional Effectiveness and Grants/Faculty/Program Directors
	Professional Development	Faculty training through on-campus workshops and outsourced seminars	SPC/Dean of Instruction/Department Chairs
		Participation in at least two National Academic Advising Association (NACADA) sponsored conferences	SPC/Dean of Instruction/Vice President for Academic Affairs
	Assessment	Conduct both pre and post participation surveys with STEP Project Students	SPC/Office of Institutional Effectiveness and Grants
		Review and Revise the STEP Project as needed	SPC/Dean of Instruction
Spring Semester	Services/Programs for Students	Continue to provide Tutoring and Supplemental Instruction Guidelines and sessions	SPC/Program Directors/Faculty/Learning Lab
		Conduct Seminars featuring on campus resources and guest speakers	SPC/Faculty/Dean of Student Services

Semester	Category	Task	Person(s) Responsible	
		Hold individualized advising and mentoring sessions	SPC/Academic Advisors	
		Continuation of an Early Alert System for monitoring STEP Project participants and tracking academic progress	SPC/Office of Institutional Effectiveness and Grants/Faculty/Program Directors	
	Professional Development	Faculty training through on-campus workshops and outsourced seminars	SPC/Dean of Instruction/Department Chairs	
		Participation in at least two National Academic Advising Association (NACADA) sponsored conferences	SPC/Dean of Instruction/Vice President for Academic Affairs	
	Assessment	Administer Community College Survey of Student Engagement (CCSSE) and collect data	SPC/Office of Institutional Effectiveness and Grants	
		Investigate and analyze data from retention rates, graduation rates, comparative data from courses, and academic progress reports	SPC/Office of Institutional Effectiveness and Grants	
		Conduct both pre and post participation surveys with STEP Project Students	SPC/Office of Institutional Effectiveness and Grants	
		Review and Revise the STEP Project as needed	SPC/Dean of Instruction	
		Completion of 1 <sup>st</sup> year review and report	SPC/Office of Institutional Effectiveness and Grants	
	<b>Academic Year 2016-2017</b>			
	Fall Semester	Services/Programs for Students	Review applications and enroll Process Operating Technology, Instrumentation Technology and Allied Health Pre-Major Students into the STEP Project for Year 2 Cohorts	STEP Project Coordinator (SPC)
Orientation for new participants			SPC/Department Chairs	
	Establish Tutoring and Supplemental Instruction Guidelines and sessions		SPC/Program Directors/Faculty/Learning Lab	

<b>Semester</b>	<b>Category</b>	<b>Task</b>	<b>Person(s) Responsible</b>
		Conduct Seminars featuring on campus resources and guest speakers	SPC/Faculty/Dean of Student Services
		Hold individualized advising and mentoring sessions	SPC/Academic Advisors
		Continuation of an Early Alert System for monitoring STEP Project participants and tracking academic progress	SPC/Office of Institutional Effectiveness and Grants/Faculty/Program Directors
	Professional Development	Faculty training through on-campus workshops and outsourced seminars	SPC/Dean of Instruction/Department Chairs
		Participation in at least two National Academic Advising Association (NACADA) sponsored conferences	SPC/Dean of Instruction/Vice President for Academic Affairs
	Assessment	Conduct both pre and post participation surveys with STEP Project Students	SPC/Office of Institutional Effectiveness and Grants
		Review and Revise the STEP Project as needed	SPC/Dean of Instruction
	Spring Semester	Services/Programs for Students	Continue to provide Tutoring and Supplemental Instruction Guidelines and sessions
Conduct Seminars featuring on campus resources and guest speakers			SPC/Faculty/Dean of Student Services
Hold individualized advising and mentoring sessions			SPC/Academic Advisors
Continuation of an Early Alert System for monitoring STEP Project participants and tracking academic progress			SPC/Office of Institutional Effectiveness and Grants/Faculty/Program Directors
Professional Development		Faculty training through on-campus workshops and outsourced seminars	SPC/Dean of Instruction/Department Chairs
		Participation in at least two National Academic Advising Association (NACADA) sponsored conferences	SPC/Dean of Instruction/Vice President for Academic Affairs

<b>Semester</b>	<b>Category</b>	<b>Task</b>	<b>Person(s) Responsible</b>
		Refresher Training for Intrusive Advising Model	SPC/Dean of Instruction/Department Chairs
	Assessment	Investigate and analyze data from retention rates, graduation rates, comparative data from courses, and academic progress reports	SPC/Office of Institutional Effectiveness and Grants
		Conduct both pre and post participation surveys with STEP Project Students	SPC/Office of Institutional Effectiveness and Grants
		Review and Revise the STEP Project as needed	SPC/Dean of Instruction
		Completion of 2 <sup>nd</sup> year review and report	SPC/Office of Institutional Effectiveness and Grants
<b>Academic Year 2017-2018</b>			
Fall Semester	Services/Programs for Students	Review applications and enroll Process Operating Technology, Instrumentation Technology, Allied Health Pre-Majors and Business Technologies Students into the STEP Project for Year 3 Cohorts	STEP Project Coordinator (SPC)
		Orientation for new participants	SPC/Department Chairs
		Establish Tutoring and Supplemental Instruction Guidelines and sessions	SPC/Program Directors/Faculty/Learning Lab
		Conduct Seminars featuring on campus resources and guest speakers	SPC/Faculty/Dean of Student Services
		Hold individualized advising and mentoring sessions	SPC/Academic Advisors
		Incorporate an Early Alert System for monitoring STEP Project participants and tracking academic progress	SPC/Office of Institutional Effectiveness and Grants/Faculty/Program Directors
	Professional Development	Faculty training through on-campus workshops and outsourced seminars	SPC/Dean of Instruction/Department Chairs

<b>Semester</b>	<b>Category</b>	<b>Task</b>	<b>Person(s) Responsible</b>
		Participation in at least two National Academic Advising Association (NACADA) sponsored conferences	SPC/Dean of Instruction/Vice President for Academic Affairs
	Assessment	Conduct both pre and post participation surveys with STEP Project Students	SPC/Office of Institutional Effectiveness and Grants
		Review and Revise the STEP Project as needed	SPC/Dean of Instruction
Spring Semester	Services/Programs for Students	Continue to provide Tutoring and Supplemental Instruction Guidelines and sessions	SPC/Program Directors/Faculty/Learning Lab
		Conduct Seminars featuring on campus resources and guest speakers	SPC/Faculty/Dean of Student Services
		Hold individualized advising and mentoring sessions	SPC/Academic Advisors
		Continuation of an Early Alert System for monitoring STEP Project participants and tracking academic progress	SPC/Office of Institutional Effectiveness and Grants/Faculty/Program Directors
	Professional Development	Faculty training through on-campus workshops and outsourced seminars	SPC/Dean of Instruction/Department Chairs
		Participation in at least two National Academic Advising Association (NACADA) sponsored conferences	SPC/Dean of Instruction/Vice President for Academic Affairs
		Refresher Training for Intrusive Advising Model	SPC/Dean of Instruction/Department Chairs
	Assessment	Administer Community College Survey of Student Engagement (CCSSE) and collect data	SPC/Office of Institutional Effectiveness and Grants
		Investigate and analyze data from retention rates, graduation rates, comparative data from courses, and academic progress reports	SPC/Office of Institutional Effectiveness and Grants
		Conduct both pre and post participation surveys with STEP Project Students	SPC/Office of Institutional Effectiveness and Grants

Semester	Category	Task	Person(s) Responsible
		Review and Revise the STEP Project as needed	SPC/Dean of Instruction
		Completion of 3 <sup>rd</sup> year review and report	SPC/Office of Institutional Effectiveness and Grants
<b>Academic Year 2018-2019</b>			
Fall Semester	Services/Programs for Students	Review applications and enroll Process Operating Technology, Instrumentation Technology, Allied Health Pre-Majors Students, and Business Technologies into the STEP Project for Year 4 Cohorts	STEP Project Coordinator (SPC)
		Orientation for new participants	SPC/Department Chairs
		Establish Tutoring and Supplemental Instruction Guidelines and sessions	SPC/Program Directors/Faculty/Learning Lab
		Conduct Seminars featuring on campus resources and guest speakers	SPC/Faculty/Dean of Student Services
		Hold individualized advising and mentoring sessions	SPC/Academic Advisors
		Continuation of an Early Alert System for monitoring STEP Project participants and tracking academic progress	SPC/Office of Institutional Effectiveness and Grants/Faculty/Program Directors
	Professional Development	Faculty training through on-campus workshops and outsourced seminars	SPC/Dean of Instruction/Department Chairs
		Participation in at least two National Academic Advising Association (NACADA) sponsored conferences	SPC/Dean of Instruction/Vice President for Academic Affairs
	Assessment	Conduct both pre and post participation surveys with STEP Project Students	SPC/Office of Institutional Effectiveness and Grants
		Review and Revise the STEP Project as needed	SPC/Dean of Instruction

<b>Semester</b>	<b>Category</b>	<b>Task</b>	<b>Person(s) Responsible</b>
Spring Semester	Services/Programs for Students	Continue to provide Tutoring and Supplemental Instruction Guidelines and sessions	SPC/Program Directors/Faculty/Learning Lab
		Conduct Seminars featuring on campus resources and guest speakers	SPC/Faculty/Dean of Student Services
		Hold individualized advising and mentoring sessions	SPC/Academic Advisors
		Continuation of an Early Alert System for monitoring STEP Project participants and tracking academic progress	SPC/Office of Institutional Effectiveness and Grants/Faculty/Program Directors
	Professional Development	Faculty training through on-campus workshops and outsourced seminars	SPC/Dean of Instruction/Department Chairs
		Participation in at least two National Academic Advising Association (NACADA) sponsored conferences	SPC/Dean of Instruction/Vice President for Academic Affairs
		Refresher Training for Intrusive Advising Model	SPC/Dean of Instruction/Department Chairs
	Assessment	Investigate and analyze data from retention rates, graduation rates, comparative data from courses, and academic progress reports	SPC/Office of Institutional Effectiveness and Grants
		Conduct both pre and post participation surveys with STEP Project Students	SPC/Office of Institutional Effectiveness and Grants
		Review and Revise the STEP Project as needed	SPC/Dean of Instruction
		Completion of 4 <sup>th</sup> year review, report and begin Summative Assessment	SPC/Office of Institutional Effectiveness and Grants

**Academic Year 2019-2020**

<b>Semester</b>	<b>Category</b>	<b>Task</b>	<b>Person(s) Responsible</b>
Fall Semester	Services/Programs for Students	Review applications and enroll Process Operating Technology, Instrumentation Technology, Allied Health Pre-Majors and Business Technologies Students into the STEP Project for Year 5 Cohorts	STEP Project Coordinator (SPC)
		Orientation for new participants	SPC/Department Chairs
		Establish Tutoring and Supplemental Instruction Guidelines and sessions	SPC/Program Directors/Faculty/Learning Lab
		Conduct Seminars featuring on campus resources and guest speakers	SPC/Faculty/Dean of Student Services
		Hold individualized advising and mentoring sessions	SPC/Academic Advisors
		Incorporate an Early Alert System for monitoring STEP Project participants and tracking academic progress	SPC/Office of Institutional Effectiveness and Grants/Faculty/Program Directors
	Professional Development	Faculty training through on-campus workshops and outsourced seminars	SPC/Dean of Instruction/Department Chairs
		Participation in at least two National Academic Advising Association (NACADA) sponsored conferences	SPC/Dean of Instruction/Vice President for Academic Affairs
	Assessment	Conduct both pre and post participation surveys with STEP Project Students	SPC/Office of Institutional Effectiveness and Grants
		Review and Revise the STEP Project as needed	SPC/Dean of Instruction
Spring Semester	Services/Programs for Students	Continue to provide Tutoring and Supplemental Instruction Guidelines and sessions	SPC/Program Directors/Faculty/Learning Lab
		Conduct Seminars featuring on campus resources and guest speakers	SPC/Faculty/Dean of Student Services
		Hold individualized advising and mentoring sessions	SPC/Academic Advisors



Semester	Category	Task	Person(s) Responsible
		Continuation of an Early Alert System for monitoring STEP Project participants and tracking academic progress	SPC/Office of Institutional Effectiveness and Grants/Faculty/Program Directors
	Professional Development	Faculty training through on-campus workshops and outsourced seminars	SPC/Dean of Instruction/Department Chairs
		Participation in at least two National Academic Advising Association (NACADA) sponsored conferences	SPC/Dean of Instruction/Vice President for Academic Affairs
		Refresher Training for Intrusive Advising Model	SPC/Dean of Instruction/Department Chairs
	Assessment	Administer Community College Survey of Student Engagement (CCSSE) and collect data	SPC/Office of Institutional Effectiveness and Grants
		Investigate and analyze data from retention rates, graduation rates, comparative data from courses, and academic progress reports	SPC/Office of Institutional Effectiveness and Grants
		Conduct both pre and post participation surveys with STEP Project Students	SPC/Office of Institutional Effectiveness and Grants
		Review and Revise the STEP Project as needed	SPC/Dean of Instruction
		Completion of 5 <sup>th</sup> year review, report and finish Summative Assessment	SPC/Office of Institutional Effectiveness and Grants