





**U.S. Department of Education  
Grant Performance Report (ED 524B)  
Executive Summary**

OMB No. 1894-0003  
Exp. 04/30/2014

PR/Award # (11 characters): **P031A110185**

Cleveland State Community College (CSCC) has made substantial progress toward achieving project objectives funded through the Title III Strengthening Institutions Program during the reporting period of October 1, 2011 through March 31, 2012.

The overall goal of the funded program is to strengthen the institution through engaging students in their learning, thereby improving student success and graduation rates. During analysis, CSCC discovered the most critical need was to redesign instruction and develop interactive activities to better serve students in developmental and gateway courses. In order to accomplish this, the proposed activity has three components focused around a center of learning engagement and includes: integration of service-learning, instructional redesign and creating a Library Commons and Learning Studio. This project will take 5 years to implement beginning October 1, 2011.

Planning and implementation activities were developed to support Title III project goals and year one objectives. As requested in the grant proposal, five grant funded positions were created: Activity and Learning Engagement Coordinator, Curriculum Redesign Specialist, Service-Learning Coordinator, PC/ Network Technician and Nursing Lab Assistant. All five began employment on February 1, 2012. Orientation and training were completed in the first week.

A significant number of processes have been put into place and the necessary reporting documents created including: purchasing and requisition approval, travel approval and justification, monthly reporting requirements, personal and time effort reports and a project planning guide. Major outcomes and performance indicators were reviewed and benchmarks developed to ensure timely activity completion. Baseline measurements were gathered and documented as appropriate.

CSCC has taken a team approach to implementation. Each component of the grant has a small team that conducts the project activities. The Title III Steering Committee, Project Director and Activity Coordinator oversee the project activities. Additionally, a small leadership sub-committee has been formed to provide assistance in budget and management issues that may arise. Initially, movement on project implementation was slow, but in the last two months, the grant project has gained both enthusiasm and momentum. Six months into the project and CSCC is poised to complete all year one major objectives on time. The list below contains completed, current and future year one project activities:

**Completed**

- All proposed Title III staff hired and trained
- Established workstations for staff and purchased supplies
- Began developing content for project web-site
- Designed and implemented reporting forms and processes
- Developed action plan to incorporate service-learning campus wide (Objective 1.1)
- Designated courses that currently offer service-learning with unique identifier in course schedule (Objective 1.1, 1.3)
- Scheduled service-learning faculty training (Objective 1.2)
- Reading and Writing curriculum redesigned and changes approved (Objective 1.4, 1.5, 1.6)
- Purchased 35 computers for new nursing lab (Objective 1.7, 1.8)
- Solicited bids for new robotics technology (Objective 1.9)
- Designed academic research rubric (Objective 1.10)
- Scheduled academic research rubric training ( Objective 1.10, 1.11)
- Researched and defined concept for Library Commons (Objective 1.12)

**Current Activities:**

- Attend conference to gain insight on incorporating service-learning campus wide (Objective 1.1, 1.2)
- Targeting potential community service partners (Objective 1.3)
- Identifying networking opportunities (Objective 1.3)
- Train faculty on reading and writing curriculum redesign (Objective 1.4, 1.5, 1.6)
- Entering test questions into online testing software (Objective 1.7, 1.8)
- Install computers for new nursing lab (Objective 1.7, 1.8)
- Reviewing robotic lab equipment bids (Objective 1.9)
- Refining academic research rubric and planning integration into gateway course (Objective 1.10)

**Future Activities:**

- Develop Title III Policy and Procedure handbook
- Develop faculty and community partner service-learning handbooks (Objective 1.1, 1.2, 1.3)
- Train faculty and faculty mentors on service-learning (Objective 1.2)
- Implement reading and writing curriculum redesign (Objective 1.4, 1.5, 1.6)
- Document lessons learned for reading and writing redesign and implement appropriate changes (Objective 1.4, 1.5, 1.6)
- Train nursing faculty on on-line testing software (Objective 1.7, 1.8)
- Purchase and install robotic lab equipment (Objective 1.9)
- Train faculty in research rubric utilization (Objective 1.10, 1.11)
- Renovate Library Commons and purchase equipment (Objective 1.12)



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**SECTION A - Performance Objectives Information and Related Performance Measures Data**

**1. Project Objective**      Check if this is a status update for the previous budget period.

**By September 2012, incorporate service-learning into the overall program, by having 30% of faculty members incorporate community service activities at all campus sites.**

I.a. Performance Measure	Measure Type	Quantitative Data					
		Project		Target		Actual Performance Data	
		Raw Number	Ratio	Raw Number	Ratio	Raw Number	Ratio
Percentage of faculty members that state their amount of service-learning activities in the annual in-service survey.				60 /200	30		/

Explanation of Progress (Include Qualitative Data and Data Collection Information)

CSCC has approximately 70 FTE faculty and 130 adjunct faculty. Currently we have 46 faculty members (or 23%) reporting that they incorporate service-learning in their classes. In order to measure this objective, CSCC will ask faculty members to self-report service-learning on the annual in-service survey. The 2012 annual in-service survey has been created and approved for use. The Service Learning Coordinator (SLC) will distribute this document to all faculty members in late April, sufficiently allowing time for completion and analysis prior to the end of project year one. Furthermore, collection of this information early allows for intervention to occur at the summer staff training and August in-service meeting. Based on results, the SLC can guide interested faculty to incorporate service learning into course curriculum by August 2012, the beginning of the Fall term. Lastly, Service-Learning Coordinator and Activity Coordinator will travel to attend conferences regarding enhancing service-learning programs in community colleges.

**2. Project Objective**      Check if this is a status update for the previous budget period.

**By September 2012, 75% of faculty members will attend additional service-learning training or workshops.**

2.a. Performance Measure	Measure Type	Quantitative Data					
		Project		Target		Actual Performance Data	
		Raw Number	Ratio	Raw Number	Ratio	Raw Number	Ratio
Number of faculty members that attend a one-half day Cleveland State Service-Learning training sessions or workshops.				150 /200	75		/

Explanation of Progress (Include Qualitative Data and Data Collection Information)

The majority of faculty members will receive annual service-learning training at the mandatory in-service training scheduled for August 2012. Additional informal training sessions will be held through summer and early fall as necessary. Documentation of training will be collected through attendance sheets.



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**3. Project Objective**     Check if this is a status update for the previous budget period.

**By September 2012, increase the database of service-learning partnerships to 50.**

3.a. Performance Measure	Measure Type		Quantitative Data			
	Project		Target		Actual Performance Data	
	Raw Number	%	Raw Number	Ratio	Raw Number	Ratio
<b>Number of individuals and partnering organizations in database with contact information, service-learning project and other relevant information.</b>	50			/		/

Explanation of Progress (Include Qualitative Data and Data Collection Information)

To date, CSCC has 43 service-learning partners. Partnership data is currently documented in an excel document as well as listed on the Service-Learning web-site. Future plans include researching appropriate database or web-based software programs, incorporate data tracking mechanism and training staff/ faculty/ students in use. Planned activities to reach the goal of 50 partners by September include: targeting community agencies based on student and faculty recommendations and attend community networking meetings.

**4. Project Objective**     Check if this is a status update for the previous budget period.

**By September 2012, increase student use of technology in the classroom by 0.5%.**

4.a. Performance Measure	Measure Type		Quantitative Data			
	Project		Target		Actual Performance Data	
	Raw Number	%	Raw Number	Ratio	Raw Number	Ratio
<b>Increase student use of technology in the classroom combined with the learning outcomes of the Learning Support Writing course syllabi by 0.5% as measured by pre- and post-test methodology.</b>				999 /999	0.5	/

Explanation of Progress (Include Qualitative Data and Data Collection Information)

The Learning Support Writing courses will introduce students to on-line learning. The majority of students in the developmental courses have had little to no exposure in using technology to complete course work. A pre and post test survey will be created to document the increase in student use of technology in the Learning Support courses. The pre and post tests will be administered in every section and every semester each academic year. The average scores will be used to show the 0.5% mastery increase. Survey design is underway and the target implementation date is Summer 2012.



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**5. Project Objective**     Check if this is a status update for the previous budget period.

**By September 2012, at least 0.5% more students will complete Learning Support Writing courses with grades of C or better than in 2010-11 baseline year.**

5.a. Performance Measure	Measure Type	Quantitative Data			
		Target		Actual Performance Data	
Increase the proficiency at which these students complete and master the Learning Support Writing courses by 0.5% from baseline as measured by course grades. In baseline year, 67% of students earned a C or better.	Project	Raw Number	%	Raw Number	%
			999 /999	0.5	

Explanation of Progress (Include Qualitative Data and Data Collection Information)

The Learning Support Writing curriculum has been revised and includes increased on-line learning. Faculty will be trained in the redesigned course over summer and the new course implemented in Fall 2012. Course grades will be utilized to show increased mastery.

**6. Project Objective**     Check if this is a status update for the previous budget period.

**By September 2012, students' ability to use level 3 of reading comprehension to resolve situations at academic, personal, and professional levels will increase by 0.5% with grades of C or better than in 2010-11 baseline year.**

6.a. Performance Measure	Measure Type	Quantitative Data			
		Target		Actual Performance Data	
Students' ability to use level 3 of reading comprehension to resolve situations at academic, personal, and professional levels will increase by 0.5% from baseline as measured by course grades. In baseline year, 65% of students earned a C or better.	Project	Raw Number	%	Raw Number	%
			999 /999	0.5	

Explanation of Progress (Include Qualitative Data and Data Collection Information)

The Learning Support Writing curriculum has been revised and includes increased on-line learning. Faculty will be trained in the redesigned course over summer and the new course implemented in Fall 2012. Course grades will be utilized to show increased mastery and Level 3 reading comprehension obtained by earning a C or better.

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**SECTION A - Performance Objectives Information and Related Performance Measures Data (See Instructions. Use as many pages as necessary.)**

**7. Project Objective**      Check if this is a status update for the previous budget period.

**By September 2012, the number of online tests and remediation offered in the nursing lab will increase by 10%.**

7.a. Performance Measure	Measure Type		Quantitative Data			
	Project	Target Ratio	Actual Performance Data		Ratio	%
			Raw Number	Raw Number		
The number of students completing remediation and tests online as measured by on-line testing software reports.		999 /999	10		/	

Explanation of Progress (Include Qualitative Data and Data Collection Information)

In order to meet this goal, it was necessary to set up a lab large enough to accommodate evening nursing student cohort. To this end, 35 new computers were purchased for the lab. Additional staff was required to administer and supervise the remediation sessions. A part time evening nursing assistant was hired in February to assist in meeting these goals. Test questions are currently being loaded in Desire 2 Learn (DRL) software platform. Once these questions are loaded, students will be able to take on-line exams. Questions will be randomized to lower incidence of cheating. Increase of on-line testing will be demonstrated against baseline and documented by software reports. Remediation will be documented through sign-in sheets.

**8. Project Objective**      Check if this is a status update for the previous budget period.

**By September 2012, the percentage of simulated clinical experiences will increase from 0% to 5%.**

8.a. Performance Measure	Measure Type		Quantitative Data			
	Project	Target Ratio	Actual Performance Data		Ratio	%
			Raw Number	Raw Number		
Number and success of simulated clinical experiences since the redesign will be measured by sign-in sheets.		999 /999	5		/	

Explanation of Progress (Include Qualitative Data and Data Collection Information)

The evening nursing lab assistant has been hired and begun to host simulated clinical experiences. These sessions will be documented via sign-in sheet.



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**SECTION A - Performance Objectives Information and Related Performance Measures Data (See Instructions. Use as many pages as necessary.)**

**9. Project Objective**      Check if this is a status update for the previous budget period.

**By September 2012, the success rate of students using the updated robotics machines and operating systems will increase by 5% as measured by department program tests.**

9.a. Performance Measure	Measure Type	Quantitative Data			
		Target		Actual Performance Data	
		Raw Number	%	Raw Number	%
Compare the success rates of students with previous equipment and software to new equipment and software. The current rolling average is 70.7/100. A 5% increase would result in average scores of 74.2.	Project		999 / 999	5	/

Explanation of Progress (Include Qualitative Data and Data Collection Information)

The estimate for the updated robotic equipment was greater than \$50,000, requiring 15 sealed bids prior to purchase. The request for bids went out and results are being reviewed in house. Once awarded, the equipment will be purchased and installed during the summer for implementation Fall 2012. Revisions to curriculum will be incorporated based on new equipment and lessons learned.

**10. Project Objective**      Check if this is a status update for the previous budget period.

**By September 2012, academic research rubric will be designed and approved by Academic Curriculum and Standards.**

10.a. Performance Measure	Measure Type	Quantitative Data			
		Target		Actual Performance Data	
		Raw Number	%	Raw Number	%
Results of 2010 CCSSSE survey will be established as benchmark to establish a baseline in the Active and Collaborative learning component.	Project	49.9	/		/

Explanation of Progress (Include Qualitative Data and Data Collection Information)

Library staff will travel to conference to learn more about technology integration. The academic research rubric has been designed and initial efforts to integrate the Association of College and Research Libraries (ACRL) standards into course curriculum have been completed. Final revisions will need to take place and approvals obtained.



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**SECTION A - Performance Objectives Information and Related Performance Measures Data (See Instructions. Use as many pages as necessary.)**

**11. Project Objective**     Check if this is a status update for the previous budget period.

**By January 2013, 80% of full time and adjunct faculty will have received training in use of research rubric and the applied student research skills.**

11.a. Performance Measure	Measure Type		Quantitative Data			
	Project	Target	Actual Performance Data		Actual Performance Data	
			Raw Number	%	Raw Number	Ratio
<b>Documented attendance to designated in-service sessions.</b>		Ratio	170 /200			/

Explanation of Progress (Include Qualitative Data and Data Collection Information)

Library staff and the Curriculum Redesign Specialist will work with faculty members to include information challenging activities into base courses using ACRL outcomes to assess. Faculty training is scheduled to occur during Fall in-service and continued development will occur throughout the year.

**12. Project Objective**     Check if this is a status update for the previous budget period.

**By September 2012, 100% of commons equipment and furnishings will be purchased.**

12.a Performance Measure	Measure Type		Quantitative Data			
	Project	Target	Actual Performance Data		Actual Performance Data	
			Raw Number	%	Raw Number	Ratio
<b>Document student utilization of space with an installed door counter.</b>		Ratio	999		/	/

Explanation of Progress (Include Qualitative Data and Data Collection Information)

Renovation estimates have been requested and construction should be completed by August 2012. Equipment and furnishings will be purchased at that time to complete the Library Commons.





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**SECTION B - Budget Information** (See Instructions. Use as many pages as necessary.)

**Personnel-** Actual personnel expenditures are less than estimated due to delay in hiring staff positions until February 2012. Personnel expenditures include salary and benefits for the Activity and Learning Engagement Coordinator, Service-Learning Coordinator, Curriculum Redesign Specialist, PC/ Network Specialist and Nursing Lab assistant.

**Travel-** Actual travel expenditures to date include attendance of the Tennessee Conference on Volunteerism and registration for the AACC National Conference in April. Upcoming plans include travel to the Librarian's Information Literacy Conference and the AACC National conference, both in April, and the Community College National Center for Community Engagement in May. Another conference being considered is the National Institute for Staff and Organizational Development (NISOD) and one for curriculum redesign.

**Equipment -**The equipment budget for year one was projected to cover the cost of Mill and Lathes for Robotics lab and touch screen system for the Library Commons. At the time of this report, bids for equipment have been received and will soon be awarded. Equipment should be purchased and installed by August 2012.

**Supplies-** Actual supplies expenditures include workstations, supplies and phone lines for Title III staff. While the workstations and computers have been purchased, the funds have not yet been released to the vendor. Timeline planning for purchasing additional supplies has occurred in order obtain necessary supplies to meet our program objectives for year one.

**Contractual-** Actual expenses to date include independent contractor fee.

While actual expenditures are behind schedule, they are within the budget approved for year one of the project. The table below compares estimated project budget with actual expenditures through March 30, 2012. However, with additional six months remaining in year one, it will be possible to expend project funds based on the implementation plan.

<b>Budget Line Item</b>	<b>Actual YTD Expenditures</b>	<b>2011-2012 Budget</b>	<b>Remaining Funds</b>
A. Personnel	\$ 27,312.80	\$ 124,669.00	\$ 97,356.20
B. Employee Fringe Benefits	\$ 11,877.06	\$ 52,648.00	\$ 40,770.94
C. Travel	\$ 861.01	\$ 22,459.00	\$ 21,597.99
D. Equipment	\$ -	\$ 73,952.00	\$ 73,952.00
E. Supplies	\$ 7,917.94	\$ 106,522.00	\$ 98,604.06
F. Contractual	\$ 4,000.00	\$ 8,000.00	\$ 4,000.00
H. Other	\$ -	\$ 11,750.00	\$ 11,750.00
<b>Total</b>	<b>\$ 51,968.81</b>	<b>\$ 388,250.00</b>	<b>\$336,281.19</b>



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**SECTION C - Additional Information** (See Instructions. Use as many pages as necessary.)

1) Describe any changes that you wish to make in the grant's activities for the next budget period that are consistent with the scope and objectives or your approved application.

None

2) If you are requesting changes to the approved Project Director, please indicate the name, title and percentage of time of the requested key personnel. Attach a resume for proposed key personnel when submitting performance report.

Dr. Faulkner will be taking a new position at another community college. Discussions are taking place to identify the new project director. CSCC will send appropriate notification regarding the new project director and the qualifications including a resume prior to Dr. Faulkner's leaving.

3) Provide any other appropriate information about the status of your project including any unanticipated outcomes or benefits for this grant program.

None at this time