

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of March 26, 2013

ITEM TITLE: Independent Contractor Agreement Extension-Laney College, for Linda Dowden, Dowden and Associates, Inc.

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of Independent Contractor Agreement Extension for Linda Dowden, Dowden and Associates, Inc. to render services for Laney College's Asian American Native American Pacific Islander Serving Institution (AANAPISI) Grant Program.

ITEM SUMMARY:

Requesting board action on independent contractor agreement extension for Linda Dowden, Dowden Associates in the amount of \$10,000 for Laney College's (Asian American Native American Pacific Islander Serving Institution (AANAPISI) Grant Program.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Federal grant funds from the Department of Education's AANAPISI \$10,000 for Laney College's AANAPISI Grant Program with no fiscal impact on Peralta. The original contract amount was \$20,000. Increasing the contract amount by \$10,000 brings the total contract amount for the fiscal year to \$30,000.

BACKGROUND/ANALYSIS:

The proposed contract extension will allow the Laney College AANAPISI Grant Program a successful completion of deliverables for the third project year. Timely completion of all existing federal grant deliveries and reporting is critical. Linda Dowden, Dowden Associates, Inc.'s scope of work addresses the objectives of the AANAPISI program grant objectives for evaluations on student outcomes and federal reporting:

DELIVERABLES AND SCOPE OF WORK:

Goal of the Project Evaluation Plan:

The purpose of the evaluation plan is to assess the success of the Laney AANAPISI project in addressing the significant problems identified in the grant proposal and in strengthening the institution's overall capacity to serve the AANAPISI student population. Through this multiyear evaluation process, Laney will be able to measure the impact of the interventions and benchmark progress and to make modifications as needed to positively impact project outcomes and success of targeted students. The success of the project will be judged by how well the college achieves the project goals, objectives, and outcomes, as well as, the potential for post-grant continuation of successful new practices begun under the grant initiative.

Five questions by Laney College will guide the evaluation:

Questions Guiding the Evaluation Process

1. To what extent have the selected interventions been successful in improving APASS student achievement in four of the core academic performance indicator categories examined in the needs analysis: term-to-term persistence, successful course completion, graduation/degree completion, and transfer?
2. To what extent have the core activities (learning communities, new data collection practices) been institutionalized?
3. To what extent have the project activities strengthened transfer pathways for APASS students?
4. To what extent have faculty and staff development activities been successful in reforming teaching, learning and support services to APASS students?
5. To what extent have the delivery system of support services to APASS students improved?

Evaluation Strategies:

Contractor will use two main evaluation strategies to assess the program's success in meeting its objectives: 1) formative evaluation to assess initial and ongoing project activities, support continuous quality improvement, and respond to and learn from unanticipated insights and experiences and make changes immediately; and 2) summative evaluation to assess the quality and success of the project in reaching its stated goals and objectives.

Formative evaluation will be ongoing. Contractor will collaborate with project staff to regularly review student data for the academic indicator categories specified in the project objectives. They will also review quantitative data collected during the semester. This information will be used to review and revise implementation strategies, make modifications as needed, and inform ongoing planning - toward the goal of continuous improvement.

Summative evaluation will take place annually at the end of each grant year, and will be used both for planning and reporting. These results will be in the form of a written report which will be submitted to the director. Dissemination to the Laney community, as well as to other AANAPISI project colleges and community colleges statewide will be the responsibility of the District.

Data Elements and Collection Procedures: The formative and summative evaluations will incorporate a variety of data elements and data collection procedures. To ensure a broad and effective assessment, Contractor will use a mixed-method approach, incorporating both quantitative and qualitative data elements to measure changes in student academic performance indicators and the effectiveness of the strategies used, such as cohort-based curricular learning communities and linked student services for students in specific transfer education classes. The Peralta institutional research staff will be responsible for the collection of quantitative data, while Contractor will work in tandem with the project staff to implement a variety of qualitative measures.

Qualitative Analysis

- Focus groups/structured interviews
- Classroom observations
- Student feedback surveys
- Faculty feedback surveys
- Tutor feedback surveys

Quantitative Analysis

- Laney student data (i.e., retention, persistence, successful course completion, course sequencing, graduation and transfer rates, GPA, etc.)
- Student satisfaction surveys
- Workshop evaluations

Use and Analysis of Data.

The Peralta institutional research staff will conduct the statistical analyses detailed below and the Contractor will use the analyses in evaluation and recommendations.

- Analyze student data according to established performance indicators for each objective.
- Analyze disaggregated data by ethnicity, ethnic sub-group, age, gender, zip code, etc.
- Analyze migration studies and longitudinal studies on cohorts.
- Use control and treatment groups where appropriate. Use statistical techniques to determine statistical significance.
- Use valid and reliable instruments and appropriate measurements to determine satisfaction, functionality, usage, usability, and content quality of programs and services.
- Use appropriate sampling and interviewing techniques and proper coding of data.

Contractor will review data reports for all components, analyze progress toward project goals and objectives using an equity lens, and make recommendations for adjustments and revisions.

Contractor will produce written reports due within four weeks of each site visit. These reports will be written in a format which will help will inform the college's annual report and the final report on the project, for both the Laney community and the Department of Education.

Working on a continuous improvement model for institutional development, the Contractor will write an annual site

study aimed at an audience internal to the initiative, which will provide an analysis of how improvements can be implemented as well as challenges that remain. The annual site studies will also form the basis of a final report, that will be completed by September 2015 that will synthesize the findings from the site studies

In the first evaluation, Contractor will work with APASS to develop reports based on aggregate data in order to allow APASS stakeholders to monitor the progress of the initiative, and use data to supplement qualitative findings in the analysis of the impact of the program. In subsequent evaluations, Contractor to analyze data on a larger number of students and monitor outcomes such as completion, persistence and course success rates over a longer time frame.

Contractor will perform site visits. Visits will focus on how APASS is positioning to continue beyond the final year of the current initiative. Referrals to other model and pilot projects which hold potential to enhance APASS.

B. ON-GOING AANAPISI TECHNICAL ASSISTANCE SERVICES

Continuous Consulting Services telephone and online include:

- Assistance as needed to maximize the overall effectiveness of the project to strengthen the institution, especially in the development of new programs and practices for Asian and Pacific Islander students.
- Management assistance as needed in such areas as: fiscal and program record keeping systems for compliance, personnel orientation, and assistance as needed to interpret the new major project to college and community constituencies.
- Provision of on-going resources to reduce the burden of Project Management, including references and tips for Project Director and finance office staff. A reference handbook will be provided for the Project Director.
- Support to help college submit strong interim and annual performance reports documenting the substantial progress necessary for continued funding.
- Assist with communications to the program office seeking approvals for needed changes to project.
- Help keep both the programmatic and fiscal aspects of the grant project in a state of audit readiness.
- Conduct external evaluations of compliance with applicable federal regulations for Title III AANAPISI including time and effort documentation, allowable costs, fiscal records, prior approvals, inventory records, purchasing and audit readiness.
- Keep college posted on critical federal issues, such as: changes in federal regulations, EDGAR revisions, AANAPISI Title III program staff and policy changes, and annual budget appropriations for continuation funding.

ANTICIPATED COMPLETION DATE: JUNE 30, 2013

ALTERNATIVES/OPTIONS: NONE

EVALUATION AND RECOMMENDED ACTION: Approval

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ **NO** XX _____

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Michael Orkin, Vice Chancellor of Educational Services

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

