Shanell Tyus, Program Manager for SSSP and Kern Promise
2017-2018 Work Plan

Strategic Direction 1: Student Learning

1. Develop a specialized summer orientation day for Kern Promise students
   a. Design and implement a day-long “Promise Day” to aid in persistence and success as a Kern Promise student
2. Develop opportunities for Promise students, mentors, and student leadership to engage through Gallup’s StrengthFinder
   a. Provide training on StrengthFinder philosophy
   b. Train Promise Peer Mentors to engage with Promise students through StrengthsFinder philosophy by exploring their top five talent themes through workshops and 1:1 peer mentoring meetings

Strategic Direction 2: Student Progression and Completion

1. Lead Kern Promise Completion Coaching Team to ensure successful scale-up of the program, monitor milestones, and track coach participation
   a. Partner with Outreach and donor relations coordinator to develop promotion strategy and timeline in order to increase recruitment into program
      i. Present to KHSD VPs of instruction, counselors, and guidance techs
      ii. Provide Kern Promise workshop to Cal-SOAP advisors
      iii. Target students in junior year to obtain interest list and promote early awareness of program
2. Partner with donor relations coordinator to redesign and streamline Kern Promise application and eligibility review process
   a. Ensure secure submission of information, reduce barriers to application process, and reduce application turnaround time
3. Partner with financial aid completion coach and donor relations coordinator to develop a scholarship dollar amount and ensure streamlined awarding of students with academic unmet need
4. Serve as a consultant on completion coaching team for Exploratory meta-major

Strategic Direction 4: Oversight and Accountability

1. Partner with donor relations coordinator to enhance and redesign Kern Promise website and branding, and strategize tailored promotion to the following constituencies:
   a. Students – current and prospective
   b. Parents/Community – parents and community members of prospective and current students
   c. BC community – faculty, staff, and internal stakeholder groups
2. Create online social media presence for Kern Promise to connect with students and community
3. Develop and present FLEX workshop to inform campus community on Kern Promise
   a. Review and highlight alignment with guided pathways
   b. Discuss eligibility, recruitment, and acceptance processes
c. Highlight case management strategies by completion coaching team

4. Coordinate Specialty Compensation Contracts for Summer Bridge faculty
   a. Ensure submission of assignment hours for timely compensation

5. Engage in the SSSP-Equity-BSI Integrated Plan due to the state chancellor’s office by the end of next semester including development and review of data from Kern Promise students

6. Assist in organizing and presenting requested audit materials to demonstrate compliance with SSSP regulations (late June)

7. Work with Director, Student Success & Equity and Program Manager, Equity to provide training and professional development opportunities for the SS&E team including retreat planning, systems improvement and StrengthsQuest development.

8. Continue supervision and oversight responsibility for recruitment and training of student assistant employees

9. Participate as a member of the standard 2C (Student Support Services) accreditation team

**Strategic Direction 5: Leadership and Engagement**

1. Represent BC on Kern College Access Team to support alignment of promise programs in Kern

2. Develop and oversee Promise Peer Mentor Program
   a. Recruit and train peer mentors from within Renegade Promise cohort to serve as peer mentors for incoming Kern Promise students
   b. Develop and supervise through Gallup’s StrengthsFinder

3. Gain full understanding of the SSSP budget guidelines and restrictions
   a. Aid in budgetary oversight and approval process

4. Serve as budget administrator for Kern Promise Grant funding
   a. Aid in budgetary oversight and approval process

5. Serve as a completion coach for Kern promise students

6. Serve as a member of the Transfer Task Force (to convene in fall 17) to focus on resolving articulation issues and ensuring students have a streamlined path to CSUB

7. Serve as a member of the Kern County Career Expo steering committee hosted by KHSD, which is designed to showcase career opportunities within their communities for future workforce (local Kern students)

**Professional Development:**

- External Conferences:
  o RP Group Strengthening Student Success Conference
  o Achieving the Dream 2018
  o SSSP Directors Training (Sacramento; September 2017)

- Campus Committees/Task Force Work:
  o Professional Development Committee, Admin Council, Kern Promise Completion Coaching Team, AAI

  • Work as a member of Professional Development Committee to help drive professional development opportunities for committee members and campus community, particularly through StrengthsQuest (5 department managers/directors have requested the roll out of this assessment tool and training to their teams to date (June 2017)
0 Recruit select faculty and staff interested in working with Promise students through Gallup’s StrengthFinder and provide assessment and training