# COMMUNITIES OF ACTION

Summer Bridge: Project Management Training

Agenda

- Welcome

- Introduce Ken Mall, EDSI

- Project Management training / Q&A

- BREAK

- Introduce Morgan Mickelson and Rosey Alberdi, CSI

- Summer Bridge presentation / Q&A

- QUICK BREAK

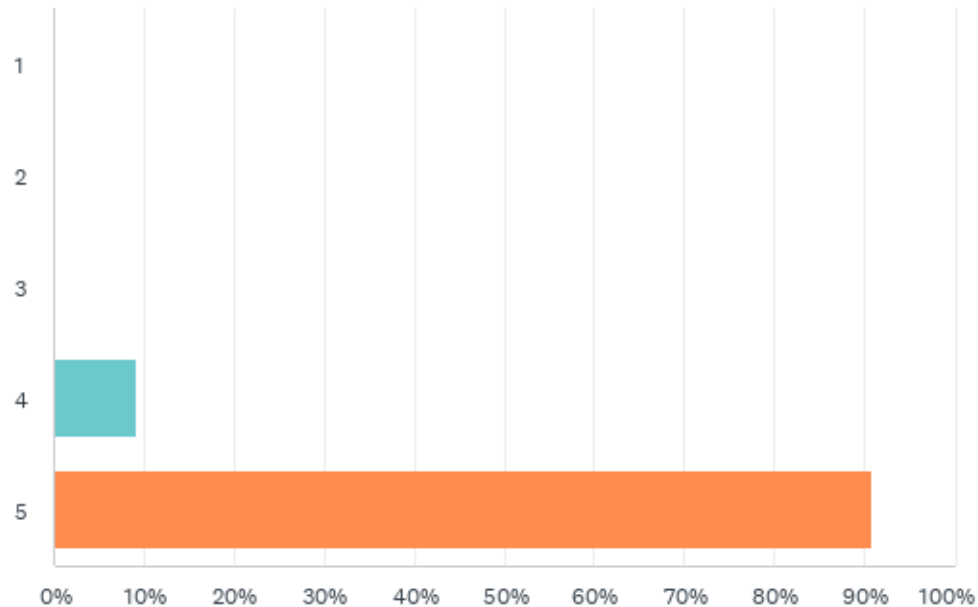- Next steps

- Office hours / Ask us anything!

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What you thought of the data session

Q1 On a scale of 1 (low) to 5 (high), how useful was Charles Ansell's Data Collection Session?
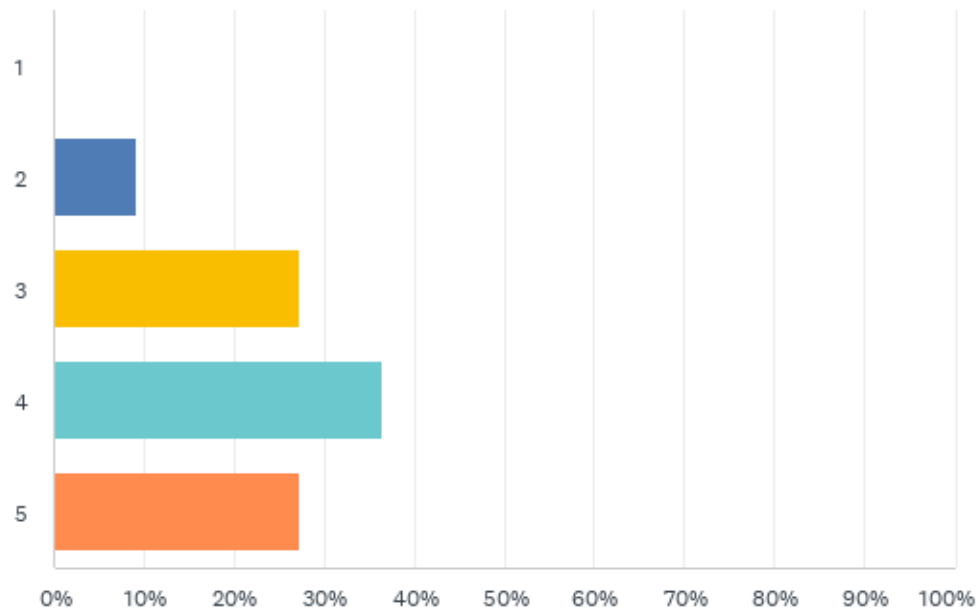
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What you thought of the summer bridge presentation

Q3 On a scale from 1 (low) to 5 (high), how useful was Mysha Clinchy's BMAA presentation?

What is working well

- Your coaches are supportive

- The Summer Bridge model presentations are informative and engaging

- Networking opportunities and peer learning has been valuable

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Areas we can improve

- 4 hours is too long!

- More time to talk with colleagues at your institution

- More engagement between sessions in Basecamp

- More direction about what you should be working on

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Ken Mall

Occupation

Managing Director – Workforce Consulting at EDSI

Areas of Expertise

Skill needs of workforce, process improvement, project management

Contact Information

e: KMall@edsisolutions.com

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Project Management Overview

Classroom Norms

Be mindful to turn off your cell phone or keep it on silent while in class

Arrive on time to start class and from all schedule breaks

Engage, participate and ask questions

Communicate honestly and respectfully in all classroom discussions

Minimize distractions- check your email and social media during scheduled breaks

Treat your Instructor and peers like you want to be treated

What additional norms do you think are important to incorporate into our classroom norms?

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1. **Introduction Activity**

2. **Overview of Project Management**

3. **Managing the Stakeholders and Students**

4. **Managing the Staff**

5. **Managing the Plan**

6. **Wrap-Up**

**Take a few moments to think about
the following questions:**

- What do you think project management means?
- What types of projects do you manage?
- What experience do you have in carrying out that type of work prior to managing the project?
- What are some of the project management challenges you have experienced?

"Project management is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements."

- Project Management Institute

What Does a Project Manager do?

- **Takes ownership, accountability**
- **Plans and organizes resources and personnel; communicates**
- **Ensures project is completed on time and within budget**
- **Meets deadlines, without quality suffering**
- **Uses tools to stay organized**
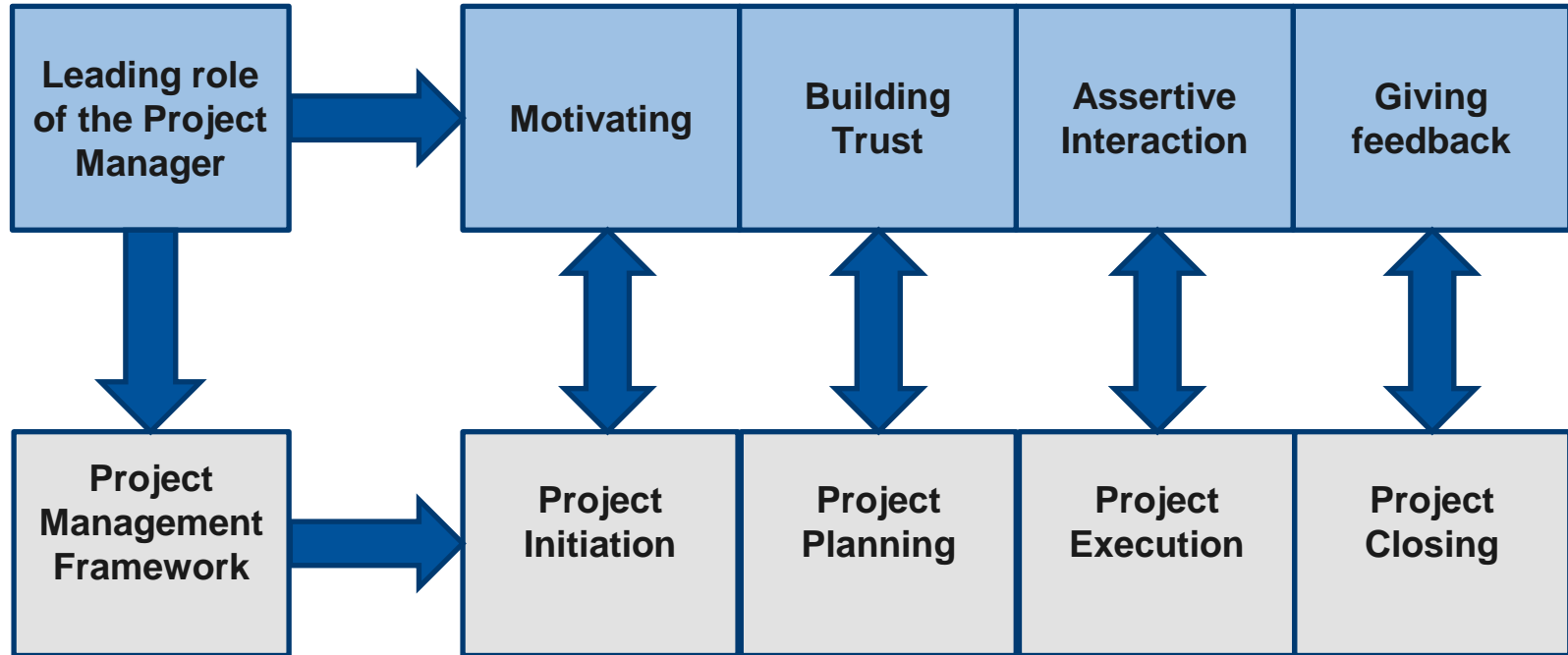- **Multi-tasks, works well under pressure, has excellent people skills**

Core Components

Dual Roles

People
- Stakeholders
- Staff

The Plan

Tasks
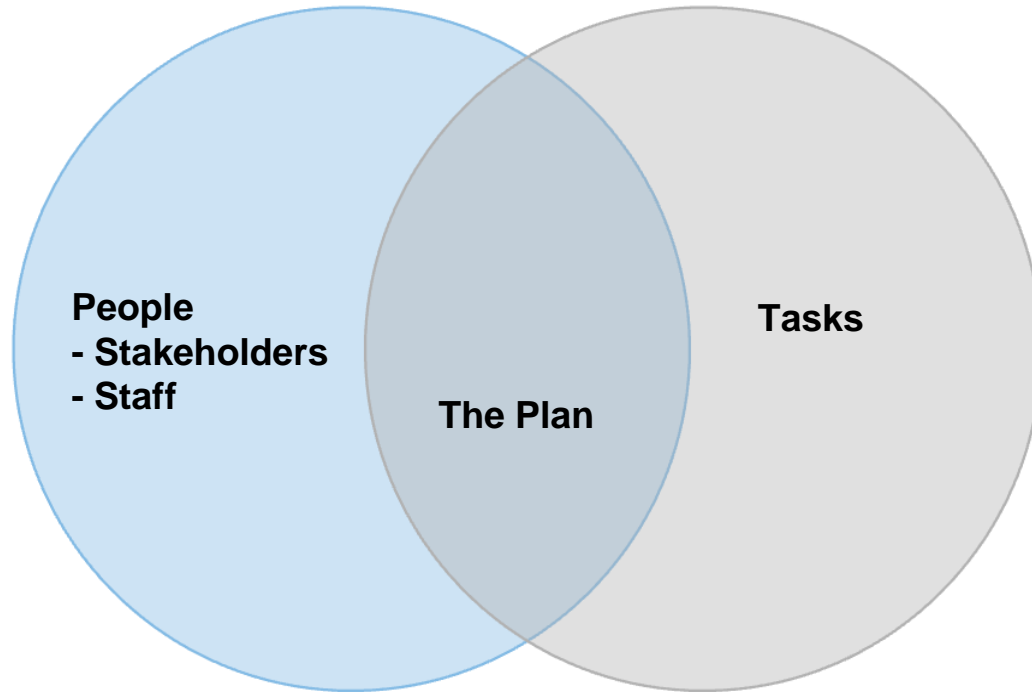
Holistic Project Management
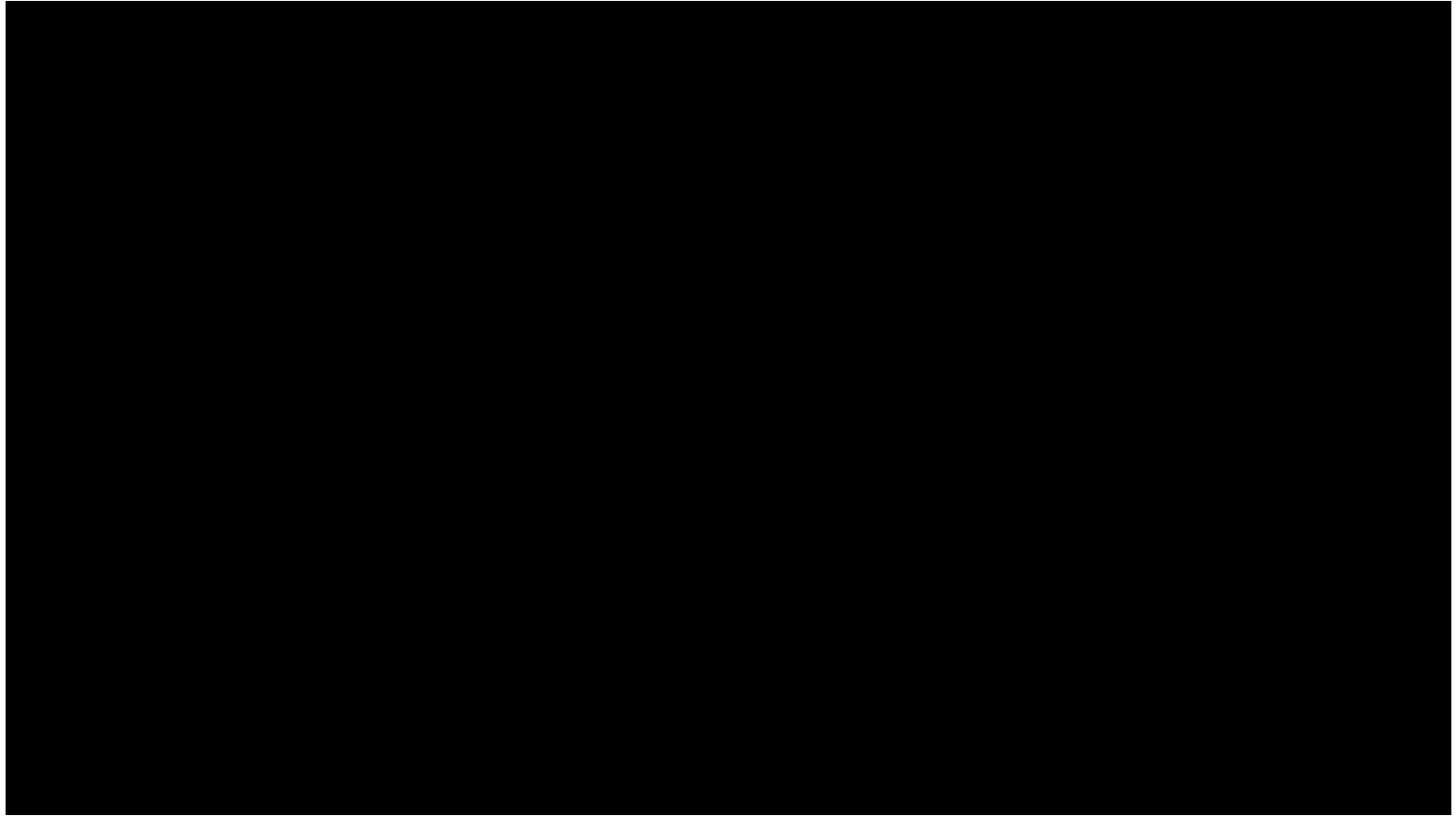
Agile Project Management

Traditional project management

- Define target
- 'Take aim'
- Launch
- Hope (the target doesn't move)

Source: Directing Agile Change, Association for Project Management

Agile Video

What does a Project Manager manage?

1. **Stakeholders**
2. **Staff**
3. **Plan**

Managing the Stakeholders

Practice

- For each section on the worksheet, you will brainstorm individually (10 minutes) any tasks that need to be accomplished and challenges

- Then in your small group discuss each section, obtaining feedback and ideas for the challenges you may be facing (10 minutes)

- Total time: 20 mins

Managing the Staff

How to Manage the Staff

- Determine staff involvement
- Define role of project manager
- Review project plan
- Set expectations and deadlines
- Identify staff strengths and needs

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Staff Best Practices

What are some best practices for managing the team?

Define staff roles and responsibilities

Develop leadership competencies

Hold a kick-off meeting

Ask for feedback and what they need to be supported

Hold a project completion meeting

Communicate clearly and consistently

Practice

- For each section on the worksheet, you will brainstorm individually (10 minutes) any tasks that need to be accomplished and challenges

- Then in your small group discuss each section, obtaining feedback and ideas for the challenges you may be facing (10 minutes)

- Total time: 20 mins

Managing the Plan

How to Manage the Plan

Creating the Plan

Tasks

Duration

Prioritize

Dependencies

Deliverables

Roles

Budget

Achievable

- Share the plan with the stakeholder
- Identify potential roadblocks
- Review the plan frequently
- Adapt the plan as needed

Using Tools
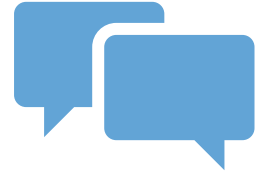
Microsoft Project

Microsoft Excel
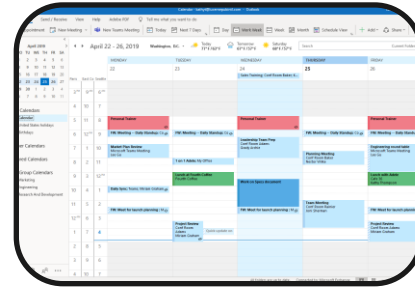
Calendars

Gantt Charts

Project Plan
Best Practices
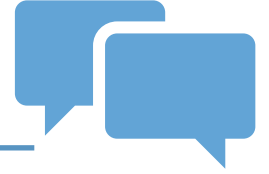
What are some best practices for managing the plan?

Develop a project brief

Define and evaluate quality standards

Be flexible

Build in a cushion/ slack within the timeline

Have a backup plan

Communicate clearly and consistently

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Practice

- For each section on the worksheet, you will brainstorm individually (10 minutes) any tasks that need to be accomplished and challenges

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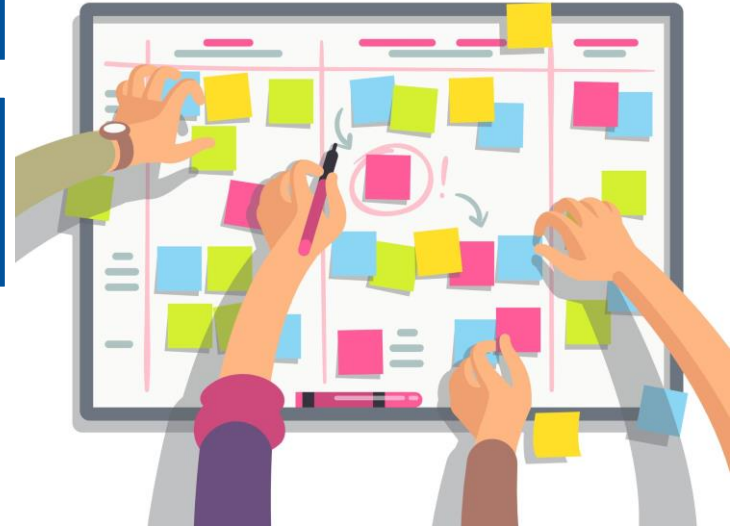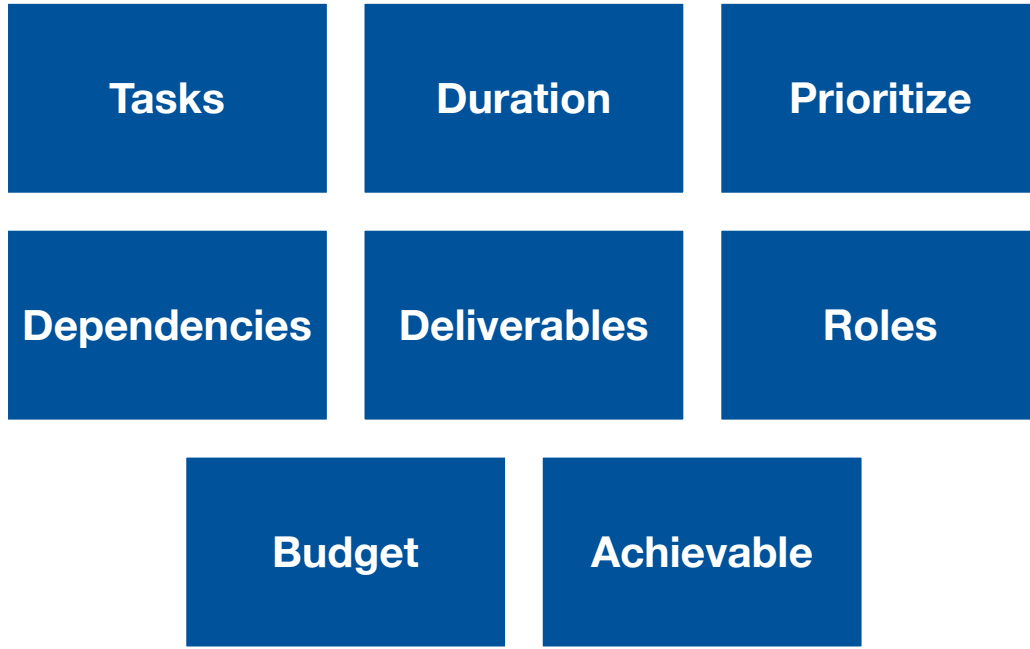
- Total time: 20 mins

Wrap-Up

Project Management

| What is Project Management? | How can you manage scope creep in your project? | What are some best practices for managing the staff on a project? | What organizational tools can help you manage the plan? |

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Questions?

EDSI

BREAK

College of Southern Idaho

Morgan Mickelson

Rosey Alberdi

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BRIDGE

July 2022

MEET THE TEAM

Morgan Mickelson
Bridge to Success Sr. Coordinator
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Rosey Alberdi
Bridge to Success Coordinator
Email: ralberdi@csi.edu
Phone: (208) 732-6527

Tyler Shutt
Administrative Assistant
Email: tshutt@csi.edu
Phone: (208) 933-2320

New Hires:
+ 1 Administrative Assistant
+2 Student Guides

History

Bridge to Success Program initial goals
To develop a successful program that
- Improves student success in remedial math courses
- Improve instructional effectiveness in remedial math courses through instructional re-design, best practices, and student success strategies
- Build learning communities/academic cohorts
- Develop an operational plan to implement the resources, strategies, and activities to engage bridge students through degree completion
- Serve as a blueprint for additional bridge cohorts

Year 1 – 2016: the Bridge program serviced students from both the Twin Falls and Mini-Cassia area. Mini-Cassia students were bussed Monday – Thursday and were on the Twin Falls campus from 9:00am – 4:00pm. Two courses were offered to students; Math 043 and GNED 101. The students were also offered tutoring services and a one-hour lunch break (which included engaging workshops).

Year 2 – 2017: the Bridge program serviced students from both the Twin Falls and Mini-Cassia area. Mini-Cassia students were bussed Monday – Thursday and were on the Twin Falls campus from 8:00am – 3:00pm. Five course options were offered to students; Math 023, Math 043, Math 123/122, SOCY 105, or HLTH 199B. There students were also offered tutoring services and a one-hour lunch break (which included engaging workshops).

Year 3 – 2018: the Bridge program serviced students in three of the four outreach centers (Hailey, Gooding, and Burley) as well as the main campus in Twin Falls. Math was the focus at the three outreach centers; while main campus offered students the option of Math 023, Math 043 (with a Supplemental Instruction component), and Math 123/122. 13 students were given the opportunity (due to financial aid) to enroll in GNED 101. Students were also offered tutoring services and a one-hour lunch break (which included engaging workshops).

Year 4 – 2019: the Bridge program serviced students from the Twin Falls, Mini-Cassia, and North Side areas. Mini-Cassia students were bussed Monday – Thursday and were on the Twin Falls campus from 8:30am – 3:00pm. Students were offered the following courses; Math 023, Math 043, Math 123/122, Math 143, or Math 153 and either ALLH 220 or HIST 112. The students will have one and a half hours of tutoring services and a forty-five-minute lunch break (which includes engaging workshops).

Year 5 – 2020: the Bridge program serviced student from the Magic Valley area via virtual courses. Students were offered the following courses; Math 023, Math 043, Math 123/122, Math 143, or Math 153 and GNED 101. The students were offered one hour of tutoring services during a break.

Year 6 – 2021: the Bridge program serviced students in Twin Falls, Jerome, and Mini-Cassia area. Students were encouraged to register for courses that were directly in line with their declared major. Students were offered tutoring services and a one-hour lunch break (which included engaging workshops).

Year 7 – 2022: the Bridge program serviced students in Twin Falls, Jerome, and Mini-Cassia area. Students were encouraged to register for courses that were directly in line with their declared major. Students were offered tutoring services and a one-hour lunch break (which included engaging workshops).

Description:
The Bridge to Success program provides degree-seeking students support from their first step on campus to their last step across the graduation stage.

This is accomplished by:
• Acknowledging educational, social, and workforce skills necessary for success both in the classroom and workplace.
• Emphasizing math success in an intensive eight-week summer semester.
• Encouraging Bridgers to complete 14-16 *credits* during the fall and spring semesters, depending on their career track.
• Requiring students to participate in monthly student success activities throughout the academic school year.

Student Definition:

- *First generation
- GPA below 3.1
- High School/GED Graduate

*(defined as: "a student whose parent(s) did not **complete** a college or university degree)

Student Recruiting:

- GED graduate
- Returning students
- Student referrals
- Stop out students
- Faculty
- High school visits
- Referrals from ECCs, ES's and Admission Recruiters
- Student referral program
- College and Career Readiness
- Power BI reports
- Community Partners (CCI, DOL, VR)

*Early College Coordinators and Enrollment Specialists

Bridge to Success Program Goals

- Increase the percentage of students who successfully complete MATH with a C or better

- Increase the percentage of students who successfully complete General Education Courses with a C or better

- Increase the average GPA to above 2.75

- Increase average number of credits attempted and earned

- Increase the percentage of students earning a credential within 2.5 years of first enrollment

- Reduce time to graduation (completion)

- Decrease the number of excessive credits taken beyond the credential requirement

- Generate learning communities/academic cohorts to create a sense of belonging on campus

Bridge to Success Senior Coordinator	Bridge to Success Coordinator	Admissions Recruiters/Early College Coordinators	Enrollment Specialists	Student Success Advisors/Faculty Advisors
• Oversee and provide updates on enrollment numbers and work with Dept. Chairs to ensure summer courses • Maintain scholarships distribution list and balances • Work with Coordinator, PIO and Marketing to prepare educational information for campus/faculty/staff	• Make presentations, communicate with high school teams • Collaborate with ECCs* and Admissions Recruiters for potential student referrals • Make sure students know their ES** and SSA/FA*** • Plan and Carry out Monthly Student Meetings • Work as student support behind the scenes	• Work with students who are interested in CSI and give more information • Refer students to Bridge coordinator • Assist with application to CSI and completion for FAFSA/Scholarships • Schedule presentations	• Refer students to Bridge coordinator to ensure they have completed application process • Regular advising appointment with Bridge students • Check in / Advise with students (Liberal Arts) • Work with students on completing FAFSA/Scholarships	• Regular advising appointment with Bridge students • Check in with students • Work with students on applying for graduation and next university/work

*Early College Coordinators. **Enrollment Specialists. ***Student Success Advisors/Financial Aid.

Cohort Totals

Cohort Year	TOTAL	Certificate/Degree Awarded	Not Active Stop Out > 2years	Not Active/Registered < 2 Years*	Active
2016	27	19	5	1	2
2017	39	17	16	2	4
2018	67	30	22	9	7
2019	47	24	7	9	7
2020	60	24	2	17	17
2021	219	23	2	79	114
2022	191	-	-	45	146
Total	650	137	54	162	297

*Not Active/Registered may have recently taken a course but are not currently registered in a course.

It is not just a Summer Program

Source of Funds

State Appropriation:
- First Round 2017 (1 FT staff and operational cost)
- Second Round 2022 (1 FT plus 4 part-time staff and additional operational cost)
    - Expansion

CSI Foundation: Funding program since the beginning

STEM Scholarships: Grant that was approved each year (2018, 2019) 4-year grant approved (2020 – 2024)

Student Financial Aid: Encourage all student to apply for FAFSA and CSI General Scholarship

WHAT ARE BRIDGE STUDENTS SAYING?

"Fall down seven times, stand up eight."
I fell hard. I wanted to stay in college more than anything but with how it was going I thought I wasn't going to be able to. Bridge to Success gave me the chance and motivated me to keep going. It picked me up.

When I first saw the flyer for Bridge to Success it was honestly like all my prayer had been answered. I was emancipated when I was 10 years old, when I graduated I was pregnant. I enrolled at CSI full time and had health a pregnancy complications, which caused me to fail most of my classes. I only passed 2. My GPA dropped so low I had no money, I was a single parent and had lost all my financial aid and scholarships. I didn't think I would ever be able to go back to school. Bridge to Success offered me an affordable opportunity to prove I was smart. Even if I lost my summer, the connections and benefits were much more!

An opportunity to get ahead is not something to waste. I joined this program because for the rest of my life I will be able to put in the extra effort to get ahead. I can find ways to succeed and I have the strength to accomplish what I set out to do. If I can do it. Why can't you? The rest of your life is in your own hand, don't sit idly by.

It opens the door to endless opportunities. Getting the chance to meet and utilize some amazing people whose main focus is YOUR SUCCESS!

WHY BRIDGE TO SUCCESS.

Thank you!

Questions?

⭐ (208) 732 - 6444

✉ bridge@csi.edu

🌐 www.csi.edu/bridge-to-success

BREAK

Next steps

- We'd like your feedback! I'll set up a Message Board to house these items ☺
    - There was an idea to host a Summer Bridge Scholars leadership summit in Jefferson City – please share your thoughts on timing, structure, and content in Basecamp.
    - Ideas for Fall workshops after training series is over? Please share what would be helpful to you in Basecamp!

- If you have not already done so, please upload the data collection worksheet from June to Basecamp.

- Develop a project plan using best practices shared by Ken Mall and upload to Basecamp prior to our next meeting (8/18/2022).

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Resume recording