

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1014039

Vendor Name: Evergreen State College

Invoice Number: 031618

Invoice Date: 03/16/18

PO Number:

Check Number: 0234857

Check Amount: \$ 10,800.00

Check Date: 04/11/2018

Department ID: 00789

Reviewer Name:

Voucher Number: V0501300

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	80	00789	5501001	Conference/Meeting Exp- Local	\$ 6,750.00
		01	20	00441	5501001	Conference/Meeting Exp- Local	\$ 1,350.00
		01	30	00444	5909001	Other Expenditure	\$ 2,700.00

\$ 10,800.00

AP VERIFIED

--- \$1,000 and Greater: Approval of Division vice President Required ---

03/19/18 - MARIA ZERRUDO

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Please call Barb Groves, ext. 2005 when check is ready

20th Annual National Summer Institute on Learning Communities

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

Request and All Supporting Documents



WASHINGTON CENTER

at The Evergreen State College

20th Annual National Summer Institute on Learning Communities Application

July 9-12, 2018

Please submit application to: washcenter@evergreen.edu

Space is Limited – Review of Applications begins March 1, 2018

\$1,375 (per person). The cost of the institute includes on-campus housing from Monday night through Thursday night; all materials, workshops, concurrent sessions and plenaries; and all meals except one (Wednesday dinner) beginning with Monday dinner and ending with Friday morning grab-n-go breakfast.

Apply by March 1, 2018, and receive a \$25 discount on each registration.

Applications received after March 1, 2018 will be reviewed on a space available basis.

Please complete this application to be considered for the 2018 National Summer Institute on Learning Communities (NSILC). If you have any questions, please call us at: 360-867-6611 or email us at: washcenter@evergreen.edu.

1. Your Institution

Institution Name: College of DuPage

Institution Address: 425 Fawell Blvd.

City, State, Zip Glen Ellyn, IL, 60137

Type of Institution:

☒ 2-year

☐ 4-year

☐ Public

☐ Independent

Is your institution a minority-serving institution?

☐ APA/API

☐ HBCU

☐ HSI

☐ Tribal

Types of current Learning Communities on-campus:

☒ Curricular Learning Communities

☐ Living-Learning Communities

Please tell us how you heard about the institute:

Previous attendance (2005); listserv posting, e-mail, Learning Communities Association.

2. Your Students

Information about students' experiences in the undergraduate curriculum on your campus should shape the development and expansion of learning community programs. The registrar, institutional researcher, and/or chief academic officer are likely collaborators for compiling the information requested below.

Student Demographics for 2016-17 academic year:

Number of students attending full time campus-wide:
Number of students attending part time campus-wide:
Number of full-time, first-year students beginning in fall 2015:
Percent of student body that are first-generation:
Percent of student body that are PELL-eligible:
Percent of first-year students who live in residence halls (if applicable)
What's your overall graduation rate?

7390
37786
1890
11%
16%
N/A
23%

The "overall graduation rate" reported is the percentage of first-time in college, full-time, degree-seeking students who began their post-secondary education at the College of DuPage in Fall 2013, who had completed a certificate or an associate's degree by the Fall of 2016.

When you disaggregate data about student persistence and graduation, what are the noteworthy trends?

Our overall fall-to-fall persistence data shows a positive trend over the last 5 or 6 years, though the improvement has been smaller in the last couple of years. The most notable features of the disaggregated data are that 1) the trend for our Hispanic or Latino student population (24% of 2017FA enrollment) follows the general trend of ongoing improvement, 2) the persistence rate for our Hispanic or Latino student population trails the rate for our White student population by only 3 percentage points, but 3) the trend in the persistence rate for our Black or African American student population has been comparatively flat, and 4) the gap between the rates for our African American and White student populations is 11.5%.

Are there issues with student retention semester to semester or year to year that you want your LC program(s) to address?

3. Goals for Attending the Institute

☒ **Develop an action plan to expand or strengthen an existing learning community program:**

1. Why did you implement the current LC program on your campus?

Our program evolved rather organically from offerings already existing at our campus independently. In 2004, we first formed a committee to bring these disparate efforts together in order to promote them across campus and to help faculty integrate best practices into their LCs. Over the past few years, we have tried to take a more purposeful approach to faculty recruitment/development, curriculum development, and marketing/student recruitment, as well as adding modest assessment efforts regarding student retention, persistence, and engagement. During that time, we have increased our effectiveness in student recruitment, growing from around 60 to nearly 190 students enrolled in LCs as of Fall 2017.

2. What information about student success has been used to inform the development or the expansion of your LC program?

We have used institutional data on student retention, persistence, success, and engagement collected through various instruments (in-house data, CCSSE, Noel-Levitz).

3. What student learning outcomes are associated with your LC program?

At present, our LCs strive to promote several of our institution's Gen Ed Outcomes, including Critical Thinking, Knowledge Integration, Information Literacy, and Effective Communication. In addition, faculty still pursue the learning outcomes for the specific courses involved in their LCs. We are looking to develop a set of learning outcomes independent of other institution- or course-specific criteria.

4. Approximately how many students participate in your current LC program(s)? How much bigger would you like the program to become?

As of Fall 2017, we had an initial student population of 188 students participating in 8 LCs. We believe we have the capacity to double these numbers in the next three years, perhaps more, depending on our ability to integrate with other initiatives taking shape at our institution.

5. What specific questions are you hoping to address at the institute?

Our institution is currently looking to restructure our campus using the Guided Pathways approach. We need to develop a plan that would allow Learning Communities to play a vital role in whatever structure our Pathways approach adopts. We hope to bring one or two members of the Pathways implementation team with us to the Summer Institute to help facilitate this synergetic project.

4. Campus Context

1. To what extent are you tapping into current campus initiatives (accreditation, Title III, Title V, NSF, Foundations of Excellence, etc.), or how could you tap into campus initiatives to strengthen your LC program?

As noted above, we are planning to tap into our institution's new Guided Pathways initiative, though the exact nature/structure of that initiative has yet to be set.

2. To what extent are you working with a teaching/learning center or person responsible for faculty development on campus, or how could you work with them to strengthen your LC program?

We have worked with our Teaching and Learning Center in the past to hold training workshops for faculty. Our LC Committee chair has also conducted individual coaching sessions with faculty teaching LCs for the first time.

5. Additional Information

1. Is there anything else about your team or your institution that we should know as we consider your application?

Our LC program has finally begun to achieve a level of success that we on the LC Committee have worked for years to realize. We want to continue that growth by integrating our program successfully into our institution's Pathways project.

6. Your Team

Rationale for Team Members

Teams typically have five to eight members. Because learning communities require support from offices across campus, the strongest teams include people who work in a mix of roles on campus: faculty who teach in the LC program, at least one person from student services, and an academic administrator who will be responsible for the program. Teams need a point person for faculty/professional development, and an assessment lead.

1. Team Contact Person:

Name:

Title:

Phone:

Rationale: Chair of Learning Communities Committee

2.

Name:

Title:

Rationale:

3.

Name:

Title:

Rationale:

4.

Name:

Title:

Rationale:

5.

Name:

Title:

Rationale:

6.

Name:

Title:

Rationale:

7.

Name:

Title:

Rationale:

8.

Name:

Title:

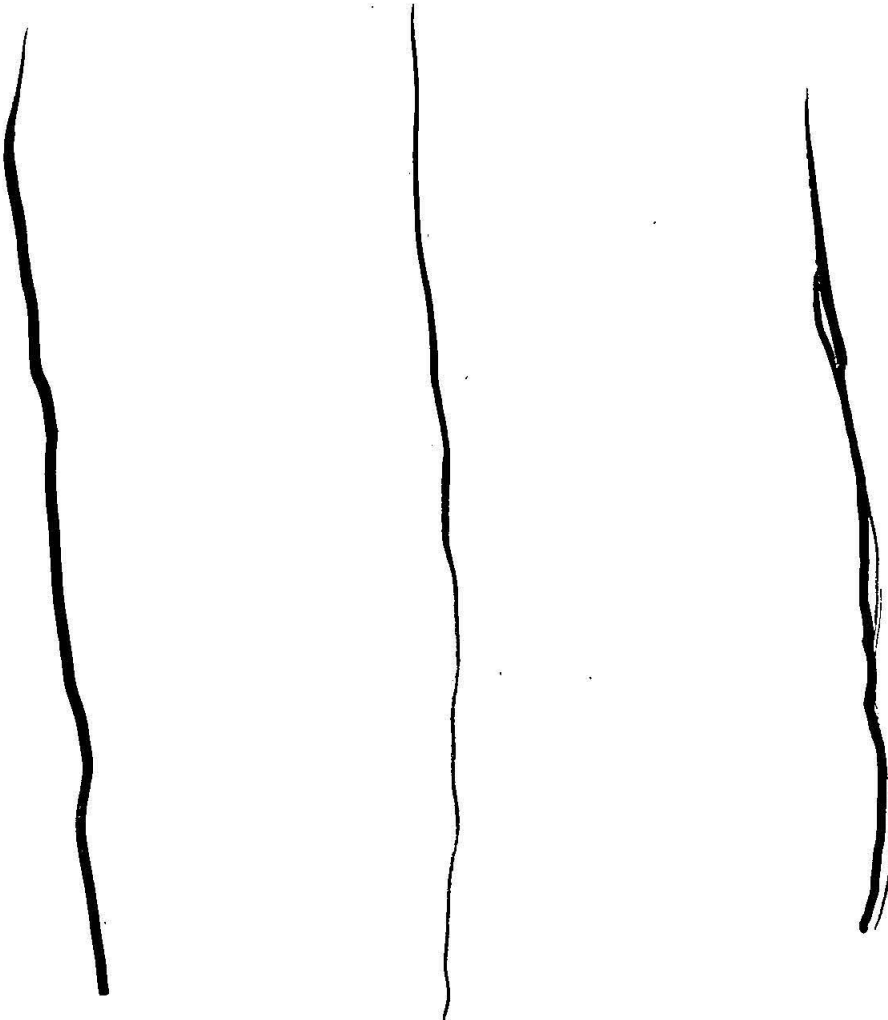
Rationale:

7. Administrative Endorsement

In order to be considered for the institute, your team must have an endorsement by a senior administrator at your institution. To indicate approval of your teams' application and a willingness to commit institutional resources for participation in the institute, the designated administrator should send an email conveying their approval to the Washington Center at: washcenter@evergreen.edu

Approving Administrators' Name: Donna Hilton Stewart, Ph.D.

Title: Interim Vice President of Academic Affairs Email stewartdo@COD.EDU



2018 NATIONAL SUMMER INSTITUTE ON LEARNING COMMUNITIES

MEMORANDUM OF AGREEMENT

The Washington Center at The Evergreen State College
and College of DuPage

We hereby agree to the following terms.

The Washington Center at The Evergreen State College will:

1. Offer a summer institute: We will provide instruction, consultation, reading materials and resources at the July 9-12, 2018 learning communities institute at The Evergreen State College. The formal institute begins at 3:15 PM, July 9th, and ends at 8 PM, July 12th. Pre-institute activities (optional) begin July 9, 2018 at 1 PM.
2. Provide ongoing support: We are available to provide informal consultation and assistance via phone, fax, and/or electronic mail before and after the institute.
3. Provide information for a follow-up site visit, if requested: We will recommend consultants based on campus needs, goals, and geography.

College of DuPage will:

1. Send a team of at least five members to the institute that includes faculty members, administrators, and student services staff.
2. Provide the institute registration fee of \$1,375 per person. (\$1,350 per person if application is received by March 1, 2018).
(Participants needing Sunday night accommodation will pay an additional \$50.00 per person.)

This fee covers campus housing, workshops, seminars, sessions, all meals except for one dinner, resource materials, and the costs of instruction and resource consultants at the institute. Cancellations can be made until June 8, 2018 for an 80% refund of the registration fee. After June 8, 2018, no registration fees can be returned. Teams are responsible for arranging and paying for transportation. Please list your accounts payable department information below.

Please note: Payments made by credit or purchase cards will be assessed a 2.75% service fee.

Accounts Payable Contact: Barbara Groves

Telephone: 630-942-2005

Email: grovesb16@cod.edu

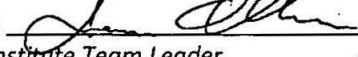
College of DuPage NSILC team, coordinated by the team lead, will complete the following pre-institute preparations by the specified dates:

1. The team leader will participate in a phone call with the Washington Center Director prior to the institute.
2. The team leader will return the signed memorandum of agreement with the Accounts Payable contact information by May 30, 2018.
3. Finalize the list of team members by May 30, 2018 and ensure that all team members' registration forms are completed by May 18, 2018.
4. Submit the Pre-Institute Assignments by May 30, 2018.

For the Washington Center for Improving the Quality of Undergraduate Education:

Signature: _____ Date: _____
Joye Hardiman, Interim Director

For College of DuPage:

Signature:  _____ Date: March 7, 2018
Summer Institute Team Leader

Print Name James Allen

Signature:  _____ Date: 3/7/18
Chief Academic Officer

Print Name Dr. Donna Stewart, Interim VP, Academic Affairs

1014039

04/11/2018

0234857

031618	V0501300	20th Annual Nat'l. Summer	0180007895501001	6,750.00
031618	V0501300	20th Annual Nat'l. Summer	0120004415501001	1,350.00
031618	V0501300	20th Annual Nat'l. Summer	0130004445909001	2,700.00

Barbara
4/12/18

[Three large diagonal lines]

10,800.00

0234857

PAY ONLY TEN THOUSAND EIGHT HUNDRED AND 00/100 DOLLARS

04/11/2018

\$****10,800.00

Evergreen State College
2700 Evergreen Pkwy
Olympia WA 98505
UNITED STATES OF AMERICA