Michelle Dufour
Associate Director for Research and Policy Studies
Illinois Community College Board
401 East Capitol Avenue
Springfield, IL 62701-1711

Dear Ms. Dufour,

RE: 2015 UNDERREPRESENTED GROUPS REPORT

All the materials needed to respond to this year's Underrepresented Groups
Report are enclosed or attached.

1)   Two (2) institutional effective practices, 2-pages each.
         2015 ICCB Underrepresented Groups Report-Final.doc

2)   A table indicating the personnel and funds budgeted for each program serving
         underrepresented groups (Table 1 - Dollars and Staff Years Budgeted).
         50301 Table 1 2014-2015Underrepresented Funds.xls

3)   A table identifying employment of individuals with disabilities by disability
         type (Table 2 – Faculty and Staff with Disabilities). 50301 Table 2
         Employees with Disabilities.xls

If you have any questions, please contact me at 309-796-5038.

Sincerely,

Kathy Malcolm
Director of Planning and Institutional Effectiveness

ICCB 2015 Underrepresented Groups Report

Student Retention and Increase Educational Attainment

Black Hawk College
February 2, 2015

The Illinois Community College Board (ICCB) coordinates the Underrepresented Groups Report with the Illinois Board of Higher Education (IBHE). The agencies are collaborating to align joint standard reports with the goals of the Illinois Public Agenda for College and Career Readiness. Black Hawk College, through its *Underrepresented Groups Effective Practices Award process*, recognizes Black Hawk College programs which best exemplify the mission of College and that aim to support education attainment, access to higher education, addresses workforce needs and/or enhance economic growth of our district.

The College is proud to submit to the Illinois Community College Board two programs that have demonstrated effective practices in supporting students in underrepresented group (minorities, women, and handicapped individuals) in their educational attainment. Attached to this report are details regarding the effective practices of the Intentional Retention Initiative and Accelerating Opportunities (AO) Integrated Career and Academic Preparation System (I-CAPS)

Black Hawk College

<u>**Effective Practice One**</u>

Student Retention and College Credential Attainment

Title: Academic Analytic Tools & Environment to Support Decision Making & Student Success

Purpose, Goal, or Objective: To support a culture of data informed decision making the College has implemented a data warehouse completing several phases developing a culture of academic analytics. (Capture, report, predict, act, and refine.) The project focused on capturing data from multiple sources and in multiple formats; extracting data and migration to a data warehouse, and integrating those data to make them available for analysis.

Date of Implementation: Open availability of the Data Warehouse to Academic Deans and Financial Aid has currently been in the works since March 5, 2014, however the product's main launch was not until June 2014.

Description of Strategies: The Data Warehouse provides Student Advisors, academic leadership and staff of the office of Planning and Institutional Effectiveness with quick and easy access to all pertinent current and historical information about student being advised, including demographics, enrollment, registration, grades, and alerts and overall course activity. Throughout the process the college
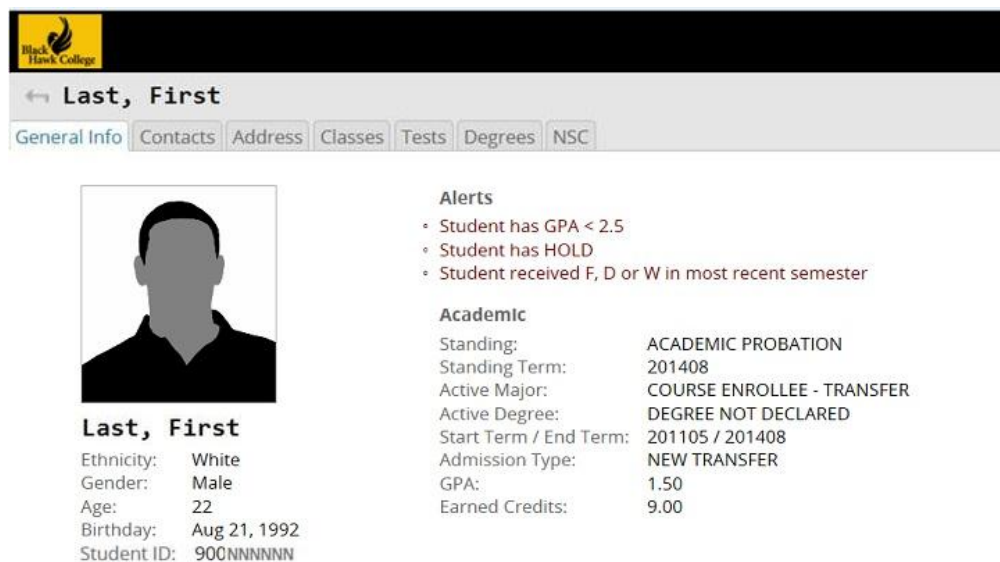
- defined current culture and readiness,
- determined key College personnel with a vested interest in academic analytics,
- conducted a data audit to produce a strategy for capturing the data,
- determined ways in which to address risk and security issues,
- designed a plan to store and integrate data from multiple sources and ultimately prepare the college to move to the next stage of *reporting* thru the use of analysis tools that perform queries, examine information, and identify trends, patterns, and exceptions in the data.
- Conducted significant testing and data integrity audits
- Created data dictionaries
- Implemented and trained student services personnel on the use of the Student Advisor Navigator module

Personnel from Student Services, Planning and Institutional Effectiveness (PIE), and Information Technology (IT) participated in various project activities. Student Services and PIE staff participated in loading departmental data and the overall data verification process, and were consulted regarding the development of custom criteria and reports. ITS supported the installation and maintenance of the software and required access activities for users.

Evidence of Success: The Data Warehouse Student Navigator was made available for access by Student Services and Institutional Research. Student information tables were loaded from Ellucian and departmental sources and data integrity was verified. A test environment was created in order to review customizations prior to production installation. Student Advisors use the Student Navigator on a daily basis and report significant time savings and ease of access to more complete information over the previous methodology.

- Advisors are able to:
  - Advise comprehensively with access to multiple data sources on an easy user friendly screen
  - empowers the end user with easy to use ad-hoc query and reporting tools
  - easily identify and contact groups of students requiring changes to their academic plan
  - identify and easily communicate with key cohorts of students
  - customize reports and pull data as frequently as needed
  - proactively intervene with at-risk students

The data warehouse allows staff to accommodate individual differences in how services are provided by providing improved access to large amounts of data and information. The system automatically calculates at-risk factors and displays them on the advisors home screen. As the college IT systems become increasingly sophisticated the data warehouse provides a growing capacity to navigate among such information resources as the colleges ERP system, National Student Clearing House and other student tracking software used by individual departments.

Contact Person: Sue Conroy, Sr. Research Analyst-Data Warehouse, conroys@bhc.edu

Effective Practice Two

Title: BHC AO-I-CAPS Industry Field Experiences

Purpose, Goal, or Objective: The program provides industry-recognized credentials, which are integrated with basic skills for Adult Education students, through partnerships with Career and Technical Education.

Date of Implementation: July 1, 2013 – June 30, 2014

Description of Strategies: Black Hawk College participated in Illinois' Integrated Career and Academic Preparation System (ICAPS) program which is part of the national Accelerated Opportunity (AO) initiative. AO ICAPS programs provide industry-recognized credentials which are integrated with basic skills for Adult Education students through partnerships with Career and Technical Education. Black Hawk College Adult Education in partnership with the Career and Technical Education (Perkins) launched an AO pilot program in the career pathway area of Manufacturing: Computer Numerical Control (CNC). Program design includes the following: Classes are team taught with an Adult Education instructor and various content instructors. Intensive support services are provided by both Adult Education and Perkins department support staff during the duration of the course work. Students are also required to attend an Adult Education contextualized support class throughout the program year where they receive basic skills instruction, additional course support, tutoring, and connections with other College departments (i.e., financial aid, advising, Career Services) and connect with industry via classroom presentations and site visits to area employers. Students are selected based on standardized TABE test scores, career interest and a high commitment to the program requirements. It is intended that AO ICAPS students by-pass developmental education courses but also attend a preparation bridge-like math course prior to being placed into credit bearing courses. Two stackable certificates allow students to step out and back in to the program if needed and include: CNC Manufacturing Certificate 1 (15 credit hours and a pre-requisite for Certificate 2) and CNC Manufacturing Certificate 2 (14 credit hours) which makes up the full 29 credit hour certificate program. Coursework may also lead to the Engineering Technology A.A.S. degree.

      The level of industry connections within this on-going AO I-CAPS project is a new and fortuitous venture for Black Hawk College and underrepresented groups. For example, we have made great strides in connecting AO and other CNC students with a local company. Company representatives have met with CNC and Adult Education faculty, staff and the Perkins staff to discuss curriculum and make arrangements for job shadowing and future company visits to

campus. Starting on January 30 2015, groups consisting of CNC AO I-CAPS and traditional CNC students will be rotating every two weeks between facility visits and the classroom for eight weeks. The company has also begun discussions to have additional hiring managers visit with BHC faculty in the CNC lab. The AO I-CAPS project is evolving and involves employers at a much higher level than ever before. This close connection will serve as a model for other College departments and employers.

Evidence of Success: The pilot year consisted of the first cohort of seven English As A Second Language (ESL) students completing a total of 14 credentials/certificates. All seven students participated in the BHC Commencement ceremony in May 2014 to receive their certificates.

Contact Person: Diane Fall, Director of Adult Education, falld@bhc.edu

Black Hawk College

Supplemental Question on Employees with Disabilities

If available, please indicate the number of college employees using the following categories faculty/staff or other individuals (e.g, administrators) with Disabilities employed and served that are not included in the student tables. Count each individual only once based upon their primary disability.

EMPLOYEES	Unduplicated Count	
Type of Disability	Faculty/Staff	Other
Learning		
ADHD		
Psychological		
Developmental		
Mobility	4	
Blind/Low Vision	2	
Deaf/Hard of Hearing	1	
Systemic/Chronic Health Problems		
Other		
Total	7	0

EMPLOYEES RECEIVING SERVICES	Unduplicated Count	
Type of Disability	Faculty/Staff	Other
Learning		
ADHD		
Psychological		
Developmental		
Mobility	4	
Blind/Low Vision	2	
Deaf/Hard of Hearing	1	
Systemic/Chronic Health Problems		
Other		
Total	7	0

File naming convention: DDDCC Employees with Disabilities

Where DDD = district number (e.g., Chicago Wilbur Wright = 508)

and CC = college number (e.g. Chicago Wilbur Wright = 07) will be 01 for most colleges.

Detailed definitions of specific types of disabilities are provided with the ICCB SD record layout. (College MIS Coordinators have copies of the SD record and related edit checks).

Illinois Community College Board

TABLE 1

DOLLARS AND STAFF YEARS BUDGETED TO PROGRAMS SERVING
UNDERREPRESENTED STUDENTS AND STAFF
AT PUBLIC COMMUNITY COLLEGES, FISCAL YEARS 2013 AND 2014

CHECK DIGITS – internal consistency checks. Retain formulas.
Do not enter data in check columns.

Programs	Designated Or Other Program	Staff Years Budgeted FY13	FY14	Total Dollars Budgeted FY13	FY14	FY14 Change in Total Dollars Budgeted	State FY13	FY14	Other FY13	FY14	1-Year Change Dollars Budgeted State	Other	Combined FY13	FY13 Want 0	Combined FY14	FY14 Want 0	Change FY14 State + Other	Change FY14 Total Column	Want 0
BLACK HAWK COLLEGE																			
Programs																			
Adult Education																			
Adult Education-Federal Basic (FY08 Did not Break)	O	1.20	1.81	192,309	188,573	-3,736	0	0	192,309	188,573	0	-3,736	192,309	0	188,573	0	-3,736	-3,736	0
Adult Education-Federal EL Civics	D	0.45	0.50	37,318	34,524	-2,794	0	0	37,318	34,524	0	-2,794	37,318	0	34,524	0	-2,794	-2,794	0
Adult Education-State Basic	D	1.46	1.47	200,409	216,623	16,214	200,409	216,623	0	0	16,214	0	200,409	0	216,623	0	16,214	16,214	0
Adult Education-Public Aid	D	1.29	1.21	104,282	95,753	-8,529	104,282	95,753	0	0	-8,529	0	104,282	0	95,753	0	-8,529	-8,529	0
Adult Education-Performance 3410	D	3.01	3.04	187,014	202,076	15,062	187,014	202,076	0	0	15,062	0	187,014	0	202,076	0	15,062	15,062	0
PACE Administration	O	8.73	8.75	615,032	639,863	24,831	0	0	615,032	639,863	0	24,831	615,032	0	639,863	0	24,831	24,831	0
CEC Administration-East	O	1.00	1.00	68,985	71,919	2,934	0	0	68,985	71,919	0	2,934	68,985	0	71,919	0	2,934	2,934	0
Adult Learning Center	O	0.90	0.90	53,664	55,604	1,940	0	0	53,664	55,604	0	1,940	53,664	0	55,604	0	1,940	1,940	0
Adult Education & Family Literacy (ICAPS)	O	0.02	0.02	3,341	4,065	724	0	0	3,341	4,065	0	724	3,341	0	4,065	0	724	724	0
Family Literacy Program - Secretary of State	O	1.73	2.00	154,212	164,000	9,788	154,212	164,000	0	0	9,788	0	154,212	0	164,000	0	9,788	9,788	0
Adult Education - Workforce Incentive (TEAM)	O	1.03	1.03	78,017	74,390	-3,627	0	0	78,017	74,390	0	-3,627	78,017	0	74,390	0	-3,627	-3,627	0
Eliminating the Digital Divide	O	0.02	0.00	37,310	0	-37,310	37,310	0	0	0	-37,310	0	37,310	0	0	0	-37,310	-37,310	0
Disability Service	D	1.00	1.00	128,632	134,086	5,454	0	0	128,632	134,086	0	5,454	128,632	0	134,086	0	5,454	5,454	0
Student Success Center /TRIO	D	0.90	0.90	163,020	162,085	-935	0	0	163,020	162,085	0	-935	163,020	0	162,085	0	-935	-935	0
Early School Leavers Program***	O	1.08	1.08	74,451	74,451	0	74,451	74,451	0	0	0	0	74,451	0	74,451	0	0	0	0
Optional Education Program***	O	2.02	1.49	181,771	181,819	48	173,166	167,538	8,605	14,281	-5,628	5,676	181,771	0	181,819	0	48	48	0
ISBE Grow your own Grant	O	0.00	0.00	0	16,276	16,276	0	16,276	0	0	16,276	0	0	0	16,276	0	16,276	16,276	0
DOL/Joined by a River: Logistics	O	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IDOT/Highway Construction Careers Training Program grant	D	0.00	1.20	0	300,000	300,000	0	300,000	0	0	300,000	0	0	0	300,000	0	300,000	300,000	0
Perkins General Grant	O	2.25	3.04	301,769	276,727	-25,042	0	0	301,769	276,727	0	-25,042	301,769	0	276,727	0	-25,042	-25,042	0
Perkins Innovations	D	0.00	0	5,746	0	-5,746	0	0	5,746	0	0	-5,746	5,746	0	0	0	-5,746	-5,746	0
Career & Technical Education (ICAPS)	O	0.00	0	500	0	-500	0	0	500	0	0	-500	500	0	0	0	-500	-500	0
IL DHS/New Americans Initiative	D	0.00	1.00	0	18,132	18,132	0	18,132	0	0	18,132	0	0	0	18,132	0	18,132	18,132	
ICCB Innovations	D	0.00	0	3,000	0	-3,000	3,000	0	0	0	-3,000	0	3,000	0	0	0	-3,000	-3,000	0
State Program Improvement	O	0.00	0.00	22,992	20,882	-2,110	22,992	20,882	0	0	-2,110	0	22,992	0	20,882	0	-2,110	-2,110	0
English as a Second Language	D	0.00	0.00	46,355	19,019	-27,336	46,355	19,019	0	0	-27,336	0	46,355	0	19,019	0	-27,336	-27,336	0
Special Student Services	O	3.37	3.50	344,149	387,407	43,258	0	0	344,149	387,407	0	43,258	344,149	0	387,407	0	43,258	43,258	0
Refugee Social Services	O	0.10	0.10	25,471	42,063	16,592	0	0	25,471	42,063	0	16,592	25,471	0	42,063	0	16,592	16,592	0