

ARMSS-Tonya's Notes

Dates: 05/01/2023 to 05/17/2023

Reflection

Administrative Tasks

Reread the narrative and budget.

Explored ways to reallocate unused PD salary.

Finalizing IT hardware purchase for PD and Learning Communities Coordinator.

Met with key ARMSS staff for introductions and discussion of their role in the grant.

Learned how to make purchases.

Completed HR onboarding.

Strand 1

Met with Last Call Media and OIC planning team to review project and timeline.

Communicated with center managers and EAGLE sponsor to reach out to students for possible one-on-one interview or focus group discussion with Last Call Media.

Josh arranged for Last Call Media to meet with his staff on 05/16/2022.

Confirmed with Donna that payment to Last Call is processing.

Strand 2

Convene ARMSS Advisor team to evaluate the efficacy of pilot physical One-stop centers, to inform the development of center-based Virtual One-Stop Centers.

Arranged for site team to visit 3/5 centers. (Kayenta, Hopi, St Johns)

Met with tech staff on ARMSS advisory team to discuss set up of 1 VOSC. Purchased a cart and Jonathan used spare parts to create a test station. This will be tested in Snowflake and if it works well, arrangements will be made to purchase new IT hardware and additional carts.

Strand 3

NACADA training has occurred.

Tonya met with Holbrook advisor to understand how advising happens for a NPC student.

Discussion have been conducted with financial aid (Marletha Baloo) regarding back end equipment needed for her staff to use with VOSCs.

Strand 4

Renell is creating the HR job announcement for the Learning Communities Coordinator position.

Strand 5

Got in touch with TOHI Lab at Utah State University. They are willing to forgo or find other options for NPC staff to complete the 5th 'live' module. The \$10 per person fee is approved.

Tonya is now on the Belonging Committee.

Reached out and contacted NPC center managers in the tribal communities to organize first site-team visit.

Strand 1-5

Coordinating with Dr. Kip-Reyes to complete the purchase agreement for the RISC survey. Also reviewing the metric tool to ensure questions are relevant to NPC and the grant objectives for data collection.

Planning

Administrative Tasks

Follow up with purchase of ARMSS IT hardware.

Will be meeting with Dr.

Strand 1

Convene meeting of ARMSS Advisor Team and NASC/PD to review project goals, strategies, and timeline
Hold student and staff focus group meetings to discuss the OIC layout and content

Strand 2

Make site visits to Kayenta, Hopi, and St Johns with VOSC planning team.
Set up test station in Snowflake, collect data and feedback.

Strand 3

Check with Josh on the PPRA manual. Review the document.

Strand 4

Email Don Crews for permission to bring LCC onboard early, if approved by Dr. Solomonson.
Explore the LC blueprint.
Identify key faculty/advisors for each possible learning community.
Purchase IT hardware for LCC staff so it is ready when they come on board.

Strand 5

Tonya and Renell will complete the TOHI lab modules.
Tonya will continue to participate with the Belonging committee.
Plan for a site visit to tribal centers after the VOSC site-team visit.

Strand 1-5

Complete purchase contract of RISC survey. Make plans to use it in Fall semester after 45-day count.

Anticipate

Possible Speedbumps

Permission to reallocate the budget
Status of Springerville center

Resources

Questions:

1. 2 laptops, 2 docking station and 4 screens cost \$4200. How can we make up the \$200?
2. Can we reallocate unused PD salary to bring the Learning Communities Coordinator on board sooner?
3. Is a Masters required for the LCC?
4. What is the actual number of stations we need to purchase for the campuses and centers?
5. What is the intent of the PD travel/activities budget for the PD for year 1?
6. RISC: What are your ideas for the RISC survey component on 'other departments'?
7. What is the difference between the ARMSS Committee and the ARMS Advisory Committee?

Notes