

## ARMSS-Tonya's Notes

Dates: 05/18/2023 to 05/31/2023

### Reflection: What tasks were completed?

#### Administrative Tasks

Created budget spreadsheet to track purchasing.

Emailed Don Crews with purchasing outlook for the remainder of the grant year, as per his request.

#### Purchasing

Purchased 9 IT hardware sets for VOSCs in all campuses and centers.

Purchased 9 carts for the VOSCs.

Purchased ARMSS staff IT Hardware.

#### Strand 1

Hosted meeting of ARMSS Advisor Team and NASC/PD to review project goals, strategies, and timeline

One Stop Media held a focus group with Josh's team of advisors for feedback.

#### Strand 2

Site visit to St Johns with advisor team including Renell, Michael Jacobs, Frank Orona, and Jonathan Lawrence.

#### Strand 3

Reviewed current research literature on relational advising strategies in higher ed.

#### Strand 4

Emailed Don Crews for permission to bring LCC onboard early.

Renell completed the LCC position description.

#### Strand 5

Tonya and Renell will completed the TOHI lab modules.

Met with TOHI lab creator to explore how TEACH modules can be modified for NPC. They agreed to modify the final module to include another module, but will also host several live sessions for those who wish to complete it that way.

#### Strand 1-5

Gained approval from Maderia Ellison to close all centers on Thursday, August 3 for a ARMSS retreat at PDC.

### Planning: What tasks will be completed?

#### Administrative Tasks

Budget check

Sign new 2023-2024 contract.

#### Purchasing

None-no purchasing allowed in June.

#### Strand 1

Michael Jacobs would like to meet with One Stop Media, Tonya will set up this meeting.

One Stop Media would like to meet with students. Tonya and Josh are trying to coordinate this.

#### Strand 2

Site team will visit Hopi and Kayenta on Wednesday, June 7.

Work with Jonathan to ensure all VOSCs are being set up. Delivery will not occur until after the August retreat.

**Strand 3**

Get copy of advising handbook from Josh. Review and explore how it can be used as a PD tool for Center staff to use. The budget allows for them to earn a stipend if they get trained on new advising model.

**Strand 4**

Meet with Dr. Mike to discuss LCC job announcement.

**Strand 5**

Talk with HR about how TEACH lab can be incorporated into NPC's PD requirement.

**Strand 1-5**

Create retreat agenda and work on presentation topics.

Get hotel quotes for retreat hotel rooms for center staff.

Get catering quotes for retreat.

Book classroom at PDC for retreat.

**Anticipate**

**Possible Speedbumps**

**Resources**

Questions:

1. Is Lance Heister the NPC contact for discussion of staff stipends for advisor training?
2. Can retreats be held off site or is it better to have them at NPC?

**Notes**

Empty box for notes.