

**Tennessee Tech’s Class+ Report
December 2017**

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What is Class+ and who should attend?

Class+ is free, peer-assisted study sessions in specific classes. The sessions are regularly-scheduled, informal review sessions for comparing notes, discussing readings, developing organizational tools, and predicting test items. Students learn how to integrate course content and study skills while working together. The sessions are facilitated by Class+ Leaders, students who have previously done well in the course and who attend all class lectures, take notes, and act as model students. This program is modeled after UMKC's Supplemental Instruction.

Purpose:

1. To increase retention within targeted, historically difficult courses
2. To improve student grades in targeted, historically difficult courses
3. To increase the graduation rates of students

Attending Class+ is voluntary and can benefit every student including those who want to raise their grades and those who want to maintain their grades.

What happens in a Class+ session?

1. Working examples on the board
2. Small group work
3. Discussions
4. Review for tests/quizzes
5. Post-exam review

History of Class+

Classes are chosen based on DFW rates and faculty who are willing to work with the program.

Fall semester 2015: the first semester offered at TTU; MATH 1130 (2 sections), MATH 1710, MATH 1720. Employees: 4 Class+ Leaders

Spring semester 2016: offered in HIST 1310, MATH 1710 (2 sections), MATH 1910, POLS 1000. Employees: 4 Class+ Leaders and 1 Class+ Coach

Fall semester 2016: offered in MATH 1910 (10 sections), POLS 1000, HIST 1310, CHEM 1210. Employees: 12 Class+ Leaders and 2 Class+ Coaches.

Spring semester 2017: offered in MATH 1910 (8 sections), HIST 2010, CHEM 1210, PHYS 2110 four sections. Employees: 14 Class+ Leaders, 3 Class+ Coaches, and 1 Graduate Assistant.

Fall semester 2017: offered in MATH 1910 (12 sections), HIST 2010 (3 sections), CHEM 1210 (2 sections), PHYS 2110 (5 sections), BIOL 3230. Employees: 23 Class+ Leaders, 3 Class+ Coaches, and 1 Graduate Assistant.

Class+ Student Workers and Payroll Expense

		Fall 2015	Spring 2016	Fall 2016	Spring 2017	Fall 2017
Class+ Leaders	UAS/HPEO hours	150	75	20	150	150
	Salary	\$3,955	\$4,305	\$11,880	\$10,190	\$26,197
Class+ Coaches	UAS/HPEO hours		75	150	95	150
	Salary		\$560	\$1,365	\$1,140	\$1,308
Class+ salary for those who are both Leaders and Coaches					\$1,575	\$1,260
Class+ GA				\$3,750 + tuition	\$3,750 + tuition	\$3,750 + tuition
TOTALS		150 hours \$3,955	150 hours \$4,865	170 hours \$16,995 + tuition	245 hours \$16,655 + tuition	300 hours \$32,515 + tuition

1015: Total UAS/HPEO hours for Class+ Program

\$74,985 + tuition: Total Expense for Class+ Program (excluding Coordinator and Assistant)

Class+ Leader Expectation List

1. Attend every class unless otherwise noted
2. Inform the Coaches and Lydia if you are unable to attend a class or need to cancel a session before notifying your students.
3. You agree to work between 10-15 hours weekly.
4. Set up and use Remind.
5. CC any email communication with your class to Lydia, Brittany, Andrew, Alli, and Justen. Add each of us to your Remind. Emails are :
lkendall@tntech.edu anwittmer42@students.tntech.edu
bmlafever42@students.tntech.edu jwcooper42@students.tntech.edu
dayork42@students.tntech.edu
6. Plan your sessions!
 - Use template (see p. 6)
 - Use strategy cards
 - Upload your plans in the "Session Plans" folder on Dropbox by 10pm the night before your session. Sessions are to be a day behind lecture.
7. Set up your room
 - Leave the door open
 - Arrange chairs into a "U" or a circle and sit in the circle with the students. You are NOT permitted to use the teacher's desk.
 - Make sure to put everything back the way you found it before leaving
8. After each session, write a summary
 - How do you believe your session went?
 - What worked well?
 - What did not work well?
 - Upload your summary in the appropriate dropbox folder after your session.
9. Attendance!
 - Keep up with dates of sessions, who attends (use the sign-in sheet), and how many times they have attended throughout the duration of the semester.
 - An example template will be provided to you
 - Uploaded weekly

Class+ Coach Expectation List

1. Organize and participate in staff development activities and continuous leadership development opportunities including Class+ training/orientation, staff meetings, individual meetings with Class+ Leaders, and observations of Class+ sessions
2. Complete administrative responsibilities (checking session plans, attendance collections, and session summaries; developing forms for Class+ Leaders to use)
3. Assist the coordinator in supporting the Class+ Leaders as needed with session planning and troubleshooting
4. Support ongoing planning and provide one-on-one meetings with Class+ Leaders
5. Attend weekly Class+ meetings
6. Develop relationships with students, the Class+ Coordinator, the Class+ Coaches, the Class+ Leaders, and course instructor
7. Mentor, encourage, and coach Class+ Leaders
8. Assist with the recruitment of new Class+ Leaders

Faculty Expectation List

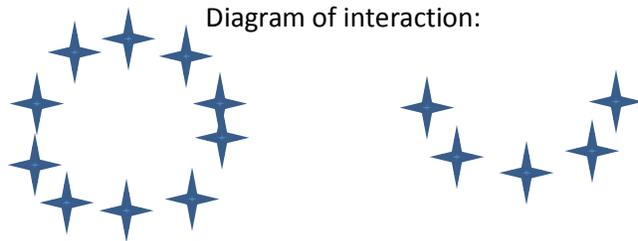
1. Helping the Class+ Coordinator select good candidates for the Class+ Leaders
2. Providing a copy of the official roster for the Class+ Coordinator
3. Providing a copy of the grades after each exam, and the final course grade.
 Several questions have arisen about providing grades for our use in evaluation of the program. Rigorous evaluation of Class+ is crucial for continued funding of the program and for dissemination of the program to other institutions. For purposes of evaluation, we have permission to obtain those grades under the Family Educational Rights and Privacy Act, 34 CFR Part 99: Printed in the *Federal Register*, April 11, 1988 pages 11942-11958. Section 99.31 states that “An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by Section 99:30 if the disclosure meets one or more of [several] conditions...including to *improve instruction*.”
4. Allowing periodic announcements to be made about Class+ Sessions
5. Allowing Class+ Leaders to survey the class on the first (or second) day of class and at the end of the term
6. Avoiding suggesting that only those who do poorly will benefit from Class+
7. Maintaining Class+ as a recommended, encouraged activity, rather than a requirement

Class+ Observation Form (used by Class+ Coaches)

Class+ Coach Completing Observation: _____

Class+ Leader: _____

Date of Session: _____ Class: _____



Considering the diagram above, was there enough student-to-student interaction?

Comments: _____

Y / N Session beginning on time

Y / N Discussion on topic

Y / N Leader seemed focused and prepared

Y / N Leader checked for understanding

Y / N Sign-in sheet and icebreaker

Y / N Students referring to books and notes

Y / N Agenda set at beginning of session

Y / N Leader involves all students

Y / N Leader used appropriate wait time

Y / N Time was managed efficiently

Y / N Leader Redirected questions

Y / N Leader used a closer

Y / N Content was covered with a process that increased higher level thinking

Y / N Students seemed to gain understanding

Y / N Session plans punctual and available

Y / N If not, should tutoring be suggested?

Y / N Leader led session keeping to session plans

Y / N Leader set appropriate tone for session

DEBRIEFING NOTES (used by Class+ Coach):

ASK the Class+ Leaders about their session:

- How did you think your session went?
- What did you feel went well?
- What plans for improvement can we agree upon?
- Do you think that the process you used worked well for that content?
- What would you do differently?
- What kind of session marketing has he/she already done?

EXPRESS your own thoughts on:

- What strengths did you see in the Class+ Leader's session?
- What things did you see/not see that the Class+ Leader should work on?

Class+ Session Plan

Session Date: **Class+ Leader:**

Course:

Course Instructor:

Reminders:

- 1) Pass Around Sign-In Sheet
- 2) Introduce Yourself
- 3) Have a flexible agenda

Possible Strategy Cards to use:

Informal quiz, 1-minute paper,
think-pair-share, incomplete
outline, concept map

Closing Reminders:

- 1) Use closure technique
- 2) Reminder of next session
- 3) Thank students for coming

<u>Approximate Minutes</u>	<u>Content</u>	<u>Strategy Card</u>	<u>Goal</u>	<u>How?</u>	<u>Extra Materials</u>
	Icebreaker:				
	Conclusion:				