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3

## West Virginia GEAR UP Program Staff Meeting

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**Location:**

Advanced Technology Center (ATC)

**Date:**

March 3, 2022 • 9:30 am to 5:00 pm

**Directions:**

Advanced Technology Center (ATC)  
1201 Science Park Dr, South Charleston, WV 25303



304-558-0655



[www.wvgearup.org](http://www.wvgearup.org)



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MARCH 3, 2022

**WEST VIRGINIA GEAR UP**  
**PROGRAM STAFF MEETING**  
**AGENDA**

- I. Welcome & Updates ..... 9:30 am**  
Elizabeth Manuel, Senior Director of Student Services
- II. Student FEARS and What's to Come ..... 9:35am**  
Heather McChesney, Coordinator of Curriculum & Professional Development &  
Mallory Carpenter, College Access & Success Program Director
- III. Work Plan Implementation..... 10:00 am**  
JR Luyster, Assistant Director of WV GEAR UP
- IV. Data Update and Collection Procedures..... 10:15 am**  
Jennifer Grossman, Coordinator of Research & Evaluation
- V. Surveys, Focus Groups, and Protocols ..... 10:35 am**  
ICF staff
- VI. Fiscal Update ..... 11:00 am**  
Joanne Rutherford, Coordinator of Fiscal & Administrative Services
- VII. College Decision Day..... 11:20 am**  
JR Luyster, Assistant Director of WV GEAR UP
- VIII. Virtual College Visits ..... 11:40am**  
Mallory Carpenter, College Access & Success Program Director
- IX. Lunch ..... 12:00 pm**  
Sam's Uptown Cafe
- X. CFWV ..... 12:45 pm**  
Heather McChesney, Coordinator of Curriculum and Professional Development
- XI. County Coordinator Breakout .....12:45 pm**  
WV GEAR UP Regional Program Directors
- XII. Financial Literacy Program ..... 1:30 pm**  
Elizabeth Manuel, Senior Director of Student Services
- XIII. STEM Boot Camp ..... 1:40 pm**  
JR Luyster, Assistant Director of WV GEAR UP
- XIV. SAT Boot Camp ..... 1:50 pm**  
Jennifer Grossman, Coordinator of Research & Evaluation
- XV. NCCEP Study Labs ..... 2:00 pm**  
Danielle Walker, NCCEP

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- XVI. Student Success Summit ..... 2:30pm**  
Heather McChesney, Coordinator of Curriculum and Professional Development
- XVII. Break..... 2:45 pm**
- XVIII. Faculty Senate Presentations ..... 2:55 pm**  
JR Luyster, Assistant Director of WV GEAR UP
- XIX. GEAR UP Communications Update ..... 3:10 pm**  
Emily Hammond, Assistant Director of Communications and Outreach
- XX. Questions & Answers ..... 3:30 pm**  
WV GEAR UP Staff
- XXI. Regional Breakout ..... 3:45 pm**  
WV GEAR UP Regional Program Directors
- XXII. Adjournment ..... 4:30 pm**



## Save the Dates

### Site Coordinator Meetings

Thursday, May 5, 2022: WV Regional Tech Park, Charleston, WV

Tuesday, July 12, 2022: Charleston Coliseum and Convention Center

### West Virginia GEAR UP Solution Seekers Townhalls

Friday, March 18, 2022: Virtual via Zoom

Friday, April 15, 2022: Virtual via Zoom

### West Virginia GEAR UP Events

Cohort Virtual Campus Visit Tours: April

WV GEAR UP STEM Bootcamp: Virtual - TBD

College Decision Day Events

April 1-June 1, 2022

WV Student Success Summit

July 13-14, 2022, Charleston Coliseum and Convention Center

### Important Dates

West Virginia Higher Education Grant Program

Submit FAFSA by April 15, 2022

Last date to take the SAT to establish eligibility for the PROMISE

Scholarship: June 4, 2022

Last date to take the ACT to establish eligibility for the PROMISE

Scholarship: July 16, 2022



# WV GEAR UP Program Staff Meeting

Thursday, March 3, 2022

9:30 am to 4:30 pm





# Welcome and Updates

Elizabeth Manuel, Senior Director of Student Services



# Student Fears & What's to Come



Heather McChesney, Coordinator of Curriculum & Professional Development &  
Mallory Carpenter, College Access & Success Program Director



# Activity



# College Life 101

# What am I talking about when I say “college?”

- College doesn't just mean a four-year opportunity!
- College can include certificates, two-year, four-year, and military opportunities
- Make college work for you!

# What does a typical day at a college look like?

## It depends!

### Part-time Schedule (<12 credit hours)

Mondays ← **Course Name**

NURS 100 (3) 10:00-11:00 a.m.

ENG 101 (3) 1:00-2:00 p.m.

Wednesdays ← **Course Number**

NURS 100 (3) 10:00-11:00 a.m.

ENG 101 (3) 1:00-2:00 p.m.

Fridays ← **Number of credit hours**

NURS 100 (3) 10:00-11:00 a.m.

ENG 101 (3) 1:00-2:00 p.m.

← **Class time**

# What does a typical day at a college look like?

## It depends!

### Full-time Schedule (>12 credit hours)

#### Mondays

NURS 100 (3) 10:00-11:00 a.m.

ENG 101 (3) 1:00-2:00 p.m.

#### Tuesdays

MATH 200 (3) 9:00-10:30

BIO 101 (3) 11:00-12:30

CHEM 200 (3) 3:00-4:30

#### Wednesdays

NURS 100 (3) 10:00-11:00 a.m.

ENG 101 (3) 1:00-2:00 p.m.

#### Thursdays

MATH 200 (3) 9:00-10:30

BIO 101 (3) 11:00-12:30

CHEM 200 (3) 3:00-4:30

#### Fridays

NURS 100 (3) 10:00-11:00 a.m.

ENG 101 (3) 1:00-2:00 p.m.

# Residence Halls



<https://housing.wvu.edu/>



<https://www.marshall.edu/housing/>

# Residence Halls



Fairmont State University's Prichard Hall Kitchenette  
<https://www.fairmontstate.edu/stulife/residence-life>



One of WVU's Residence Hall Fitness Rooms  
<https://housing.wvu.edu/>

# Residence Halls Life

## Living Learning Communities



<https://housing.wvu.edu>

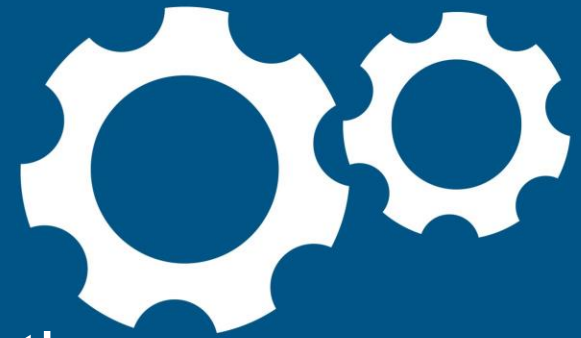


<https://www.marshall.edu/housing>

## Greek Life



# Meal Plans/Dining Halls



- Colleges usually have some kind of food-service option on campus.
- Can be either grab-and-go or sit down foods
- Some campuses have partnerships with nationwide brands, such as Starbucks, Chick-Fil-A, or Pizza Hut.
- While some community colleges can have meal plans, most are found in four-year colleges.

# Meal Plans/Dining Halls



- Meal plans cover a set amount of “swipes” or meals per week.
- Example:
  - 10 Meals Per Week with \$500 Flex + 10 Bonus Meals
  - 14 Meals Per Week with \$500 Flex + 10 Bonus Meals
  - Unlimited Meals per week with \$825 Flex

# Meal Plans/Dining Halls



- Typical daily options include pizza, fried foods, salad bar, and soup/sandwich bar
- Additional items daily
- Accommodations available for vegan, vegetarian, kosher, and halal diets, for allergies, gluten-free, and other dietary restrictions.



## Grill Station

Grill stations carry the comforting classics, like steak fries, burgers (veggie offered by request), chicken sandwiches or chicken nuggets. Fajitas, a taco bar or pierogi station are sometimes on the menu as well.



## Salad Bar

At the salad bar, you will find lots of options for customizing your salad. Choose from one or two types of greens, a plethora of toppings and an array of salad dressings. Other prepared salads, like pasta salad and coleslaw, are often available, along with cut-up fruit.



## Mindful Station

Recognizing that many diners on campus prefer vegetarian diets, the Mindful station serves up food (a main entrée and two sides) that is meat-free and delicious. *Offerings vary per dining hall location.*



## Pizza and Pasta Station

Pepperoni and cheese pizzas are always available at the pizza station, along with a daily specialty pizza like chicken bacon ranch or vegetable pizza. Stromboli, pepperoni rolls and calzones are also sometimes served at this station. At the nearby pasta bar, two or three kinds of pasta will be served with different sauces (such as pesto, marinara or macaroni and cheese) and are often accompanied by breadsticks.



## Simple Servings

All foods offered at the Simple Serving station are naturally free of milk, eggs, wheat, soy, shellfish, peanuts, tree nuts and gluten. They are also prepared separately from other dining hall dishes, to prevent cross-contamination. *Offerings vary per dining hall location.*



## Soup Station

Each dining hall will feature a daily speciality soup made from fresh ingredients. *Offerings vary per dining hall location.*

# Campus Clubs

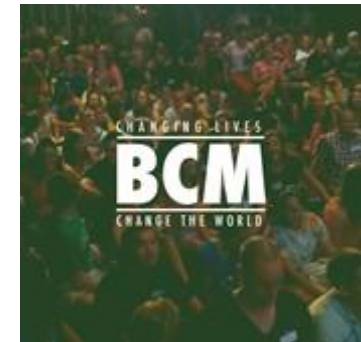
## Mountwest Community and Technical College

- Bible Club
- Drone Club
- Vet Tech Club
- Pride Society

# Campus Clubs

## Marshall University

- Anime and Manga Association
- Baptist Campus Ministry
- Collegiate 4-H
- Commuter Student Network
- Gay Straight Alliance
- GEAR UP @ MU



<https://herdlink.marshall.edu/organizations>

# Student Support Services

Student Support Services are services designed to support YOU.

If you are a student at the college, you are granted access to the services.

**Q&A**



# Work Plan Implementation

JR Luyster, Assistant Director of WV GEAR UP


















# Work Plan Implementation – Cohort

CLASS OF 2027 COHORT: YEAR 1

## WV GEAR UP WORKPLAN


# 2022

### MINIMUM WORKPLAN ACTIVITIES

- **VIRTUAL CAMPUS VISIT**   
Participation in at least **one virtual campus tour** for all GEAR UP students, and 50% cohort student participation in at least **two virtual campus tours**. Schedules will be posted at [wvgearup.org](http://wvgearup.org). Registration will open in January.  
Allowable Expenditures:   
 **Deadline: May 1, 2022**
- **FINANCIAL LITERACY PROGRAM**   
Provide financial literacy information to students and parents. Event may take place in coordination with other school events, host the Get a Life Program, utilize the MakeCentsWV.org resources, or secure a guest speaker.  
Allowable Expenditures:   
 **Deadline: May 1, 2022**
- **STEM BOOTCAMP**   
Event will be coordinated by the HEPC/GEAR UP central office. Site Coordinators will coordinate registration and facilitate virtual classroom access for cohort students.  
Allowable Expenditures:   
 **Deadline: May 1, 2022**
- **ACADEMIC ENRICHMENT**   
Provide tutoring support to cohort students in person or through an online platform. Funds may be used to hire tutors/intervention classroom support staff, or purchase software.  
Allowable Expenditures:   
 **Deadline: Ongoing**
- **COLLEGE FOR WEST VIRGINIA**   
Assist cohort students with CFVW.com account creation and exploration of college readiness resources available on the one-stop-shop web portal.  
Allowable Expenditures:   
 **Deadline: May 1, 2022**
- **GEAR UP BACK TO SCHOOL EVENT**   
Host a welcome to GEAR UP back to school event for students, parents, and families. Event must include information about GEAR UP services for the 2022-23 academic year, and college planning resources.  
Allowable Expenditures:   
 **Deadline: September 24, 2022**



### KEY

  
Activity Completion  
Deadline

  
Hospitality  
Not to exceed \$10.00/head  
for school events

  
Materials & Supplies

  
Student Services

  
Family Services

### ADMINISTRATIVE REQUIREMENTS

#### REQUIRED MEETINGS

WV GEAR UP Grant Program Launch  
January 18-19, 2022

WV GEAR UP Grant Program Meetings  
March 3, 2022 | May 5, 2022 | July 12, 2022

WV STUDENT SUCCESS SUMMIT  
July 13-14, 2022 | Team of 4

GRANT ADMINISTRATION MEETINGS  
TBD

DATA COLLECTION  
Activity Backup Documentation  
Immediately: Due by the 15<sup>th</sup> of the following month

PRESENTATIONS  
GEAR UP Faculty Senate Presentation  
Spring 2022

SURVEY ADMINISTRATION  
Baseline Data Surveys  
February 2022  
80% Student | 50% Parent

School Personnel Surveys  
May 2022  
60% Response Rate

INTERVENTION ASSESSMENT  
Reading & Writing Intervention Activity  
March 2022



# Work Plan Implementation - Priority

CLASS OF 2022 PRIORITY: YEAR 1

## WV GEAR UP WORKPLAN

# 2022

### MINIMUM WORKPLAN ACTIVITIES



#### VIRTUAL CAMPUS VISIT



Participation in at least **one virtual campus tour** for all GEAR UP priority students, and 50% student participation in at least **two virtual campus tours**. Schedules will be posted at [wvgearup.org](http://wvgearup.org). Registration will open in January.

Allowable Expenditures:

**Deadline: April 1, 2022**



#### FINANCIAL AID AND FAFSA COMPLETION WORKSHOP



Host a financial aid information and FAFSA completion workshop for students and families. Assist families with filing the FAFSA. Event must include information about the availability of state-level financial aid programs.

Allowable Expenditures:

**Deadline: April 15, 2022**



#### CFVW TXT 4 SUCCESS



Assist all priority students with enrolling in the CFVW/GEAR UP Txt 4 Success college counseling and advising program. Activity should take place in coordination with college planning/transition workshop.

Allowable Expenditures:

**Deadline: May 1, 2022**



#### ACADEMIC ENRICHMENT



Provide tutoring support to priority students in person or through an online platform. Funds may be used for approved dual credit courses (Found on the Core Coursework Transfer Agreement), AP exams or credit recovery.

Allowable Expenditures:

**Deadline: Ongoing**



#### COLLEGE DECISION DAY & TRANSITION EVENT



Coordinate a College Decision Day event for high school seniors and families. Event must include college readiness, transition, and student success component to assist families to better prepare for postsecondary pathways.

Allowable Expenditures:

**Deadline: June 1, 2022**



#### GEAR UP BACK TO SCHOOL EVENT



Host a welcome to GEAR UP back to school event for students, parents, and families. Event must include information about GEAR UP services for the 2022-23 academic year, and college planning resources.

Allowable Expenditures:

**Deadline: September 24, 2022**



### KEY



Activity Completion  
Deadline



Hospitality  
Not to exceed \$10.00/head  
for school events



Materials & Supplies



Student Services



Family Services

### ADMINISTRATIVE REQUIREMENTS

#### REQUIRED MEETINGS

WV GEAR UP Grant Program Launch

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WV STUDENT SUCCESS SUMMIT

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GRANT ADMINISTRATION MEETINGS

TBD

DATA COLLECTION

Activity Backup Documentation

Immediately: Due by the 15<sup>th</sup> of the following month

PRESENTATIONS

GEAR UP Faculty Senate Presentation

Spring 2022

SURVEY ADMINISTRATION

Baseline Data Surveys

February 2022

80% Student | 50% Parent

School Personnel Surveys

May 2022

60% Response Rate



# Work Plan Implementation

## The first 44 days:

- Launched the new GEAR UP grant in 50 schools
- GoAnywhere account creation and first uploads (contracts, data)
- Site Coordinator contract and direct deposit paperwork
- Administered GEAR UP baseline surveys across 3 grades
- Conducted virtual college visits in 21 priority high schools
- Academic Enrichment and Classroom Enhancement budget decisions
- Submitted first timesheets and invoices
- Some of you have already:
  - Submitted event notifications
  - Held GEAR UP events
  - Submitted back up data

# Work Plan Implementation

What we are working on now:

- Welcome to our first in-person meeting as a group
- First full month of site Coordinator paperwork:
  - Timesheets
  - Monthly invoice
  - GEAR UP backup data
- Submitting your first GEAR UP event notifications
- Revising your budget decision sheets
- Academic enrichment and Classroom Enhancement orders
- Registration for virtual college visits (cohort)
- Financial Literacy Program (cohort)
- CFWV account creation (cohort)
- Txt-4-Success opt-in drives (priority)
- FAFSA completion workshops (priority)

# Work Plan Implementation

And a look at the exciting things coming up:

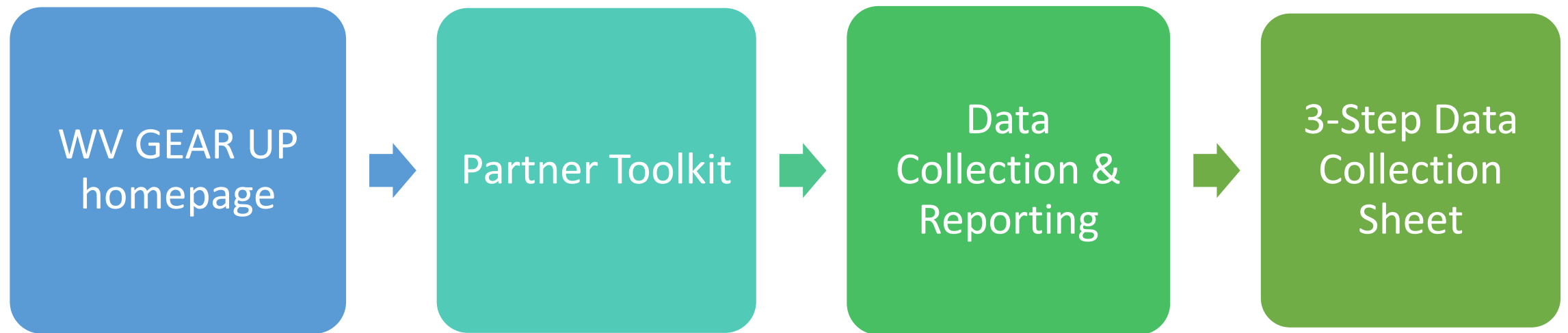
- Virtual College Visits (cohort)
- Reading and Writing Intervention Activity (cohort)
- STEM Bootcamp (cohort)
- SAT Bootcamp (priority)
- Academic Enrichment efforts beginning soon
- Classroom enhancement/technology orders arriving soon
- Student Success Summit registration and planning
- Faculty Senate presentations
- College Decision Day and Transition Event (priority)
- School Personnel Surveys
- ICF evaluation focus groups



# Data Update & Collection Process

Jennifer Grossman, Coordinator of Research & Evaluation

# Finding the Three-Step Data Collection Sheet



# Overview of Data Collection Sheet

## 3-STEP DATA COLLECTION PROCESS

### STEP 1: NOTIFICATION ➡

You are required to notify West Virginia GEAR UP's central/regional staff two weeks in advance of every GEAR UP-sponsored event at your school, outside of tutoring, mentoring and recurring academic enrichment activities. Here's how:

A) Finalize the details of your event. Before you submit your notification, be sure you can report the key logistical aspects of your upcoming activity, such as time, location and presentations planned.

B) Determine whether or not you need to notify central and regional staff. If you are coordinating a recurring event (such as tutoring, mentoring or recurring academic enrichment activities), skip to Step 2 of the Process. Otherwise, plan to complete an Event Notification Form for any non-recurring student, parent, family or community event. Once complete, submit your Event Notification Form to your Regional Director.

C) Submit your notification forms at least two weeks prior to your event. If you cannot provide two weeks notice, please discuss the timeline of the activity with your Regional Director to determine if it is ok to proceed.

D) Once the event has been approved, the Regional Director will provide email confirmation to the Site Coordinator(s) and County Coordinator.

### STEP 2: DATA COLLECTION ➡

The Site Coordinator is responsible for ensuring data are collected about activities that meet GEAR UP goals, even if he or she is not present at the time the activity occurs. Here's how to collect all of the data needed to report activity participation:

A) Determine if you will be reporting participation by completing an Activity Sign-In Sheet or if you will be documenting activity by using data reported on the back-end from a website, computer program or app.

OR

**Activity Sign-In Sheet** - Should be completed for any event or activity at which students, or students and their parent/guardians are attending, but for which no back-end data from another system are being used to document participation.

**Back-end Students & Parent Activity** - Documents individuals' activity by generating back-end data from websites, computer programs or apps. All information that is required on an Activity Sign-in Sheet must accompany the back-end data, so a Sheet can be attached to the supporting activity data.

B) Regardless of how you will be recording participation in your activity, you must report all information specified at the top of the Sheet. This includes the activity name, date and time it occurred, the activity category<sup>1</sup> and the delivery type<sup>2</sup>, and the time the participants were actively engaged<sup>3</sup> in the activity.

C) Remember, although you are not required to notify central or regional staff members of recurring events (such as tutoring or mentoring), you are required to ensure that data are collected to record these activities. If the methods noted above are not conducive to collecting data for a recurring event or a large assembly, please contact your Regional Director.

### STEP 3: DATA REPORTING ➡

Once activity data have been collected, the Site Coordinator is responsible for sending the activity data, as either a hard or soft copy, to the Regional Directors for entry into SCRIBE:

A) Site Coordinators should send all activity data to their Regional Director by the 15th of the month following the activity. For example, all September activity documents are due to the Regional Director by October 15th. These can be mailed, passed to your Regional Director during visits to your school or submitted electronically using our secure data transfer system. Activity data cannot be emailed; transmission of student personally identifiable information (PII) is prohibited as part of the agreement counties sign to participate in GEAR UP.

B) Data concerning all activities that meet GEAR UP goals will be entered by the Regional Director into our data repository, SCRIBE. As part of this process, the Regional Director will verify that all necessary data have been provided and that they have been reported correctly. The Regional Director will contact the Site Coordinator who provided the data with any questions.

C) After entering the data into SCRIBE, The Regional Director will generate an Activity Summary Sheet from SCRIBE and attach it to the associated backup documentation. The Regional Director will return the completed packets to the Central Office for data validation.

D) The Coordinator of Research and Evaluation will ensure that activity data have been entered correctly and completely as part of the data validation process. Any questions regarding the accuracy of the data entered or the sufficiency of the backup data provided will be shared with the Regional Director, who will contact the Site Coordinator for clarification, if needed.

E) Per federal regulation, all data collected as part of GEAR UP must be retained for 3 years after the grant ends.

- Documents each step of the process from event notification to data validation
- Includes hyperlinks to Event Notification Form and Activity Sign-In Sheet
- A direct link to our secure data transfer system, GoAnywhere, can be accessed through our Partner Toolkit page

1. The activity category is the type of activity that was conducted, e.g., tutoring. Please see the Activity Sign-in Sheet for the full list.  
2. The delivery type is the method by which the activity was conducted, e.g., in-person or by email. Please refer to the Activity Sign-in Sheet for all delivery types. As noted on the Sheet, every 2 in-bound texts or emails can be counted as 5 minutes of activity. It should also be noted that activity in recorded web-conferences needs to be documented, proving they actually watched it.  
3. Active participation is the time the participant was engaging in the activity, even if it wasn't for its full duration.

# FAFSA Update: Progress Toward Our 60% Goal

| FAFSA Completion Rate Range | School  |
|-----------------------------|---|
| 40% or greater              | Scott, Sherman, Mingo Central, Wirt County, Wahama* (+6.5 pts)  |
| 30% to less than 40%        | Van Junior/Senior, Clay County* (+2.5 pts), Logan Senior, Man Senior, Point Pleasant Junior/Senior* (+3.4 pts), Nicholas County* (+10.5 pts), Richwood* (+7.2 pts), Roane County, Tolsia, Wayne County, Webster County* (+16.2 pts) |
| Under 30%                   | Lincoln County, Chapmanville, Hannan* (+3.7 pts), Tug Valley, Spring Valley   |

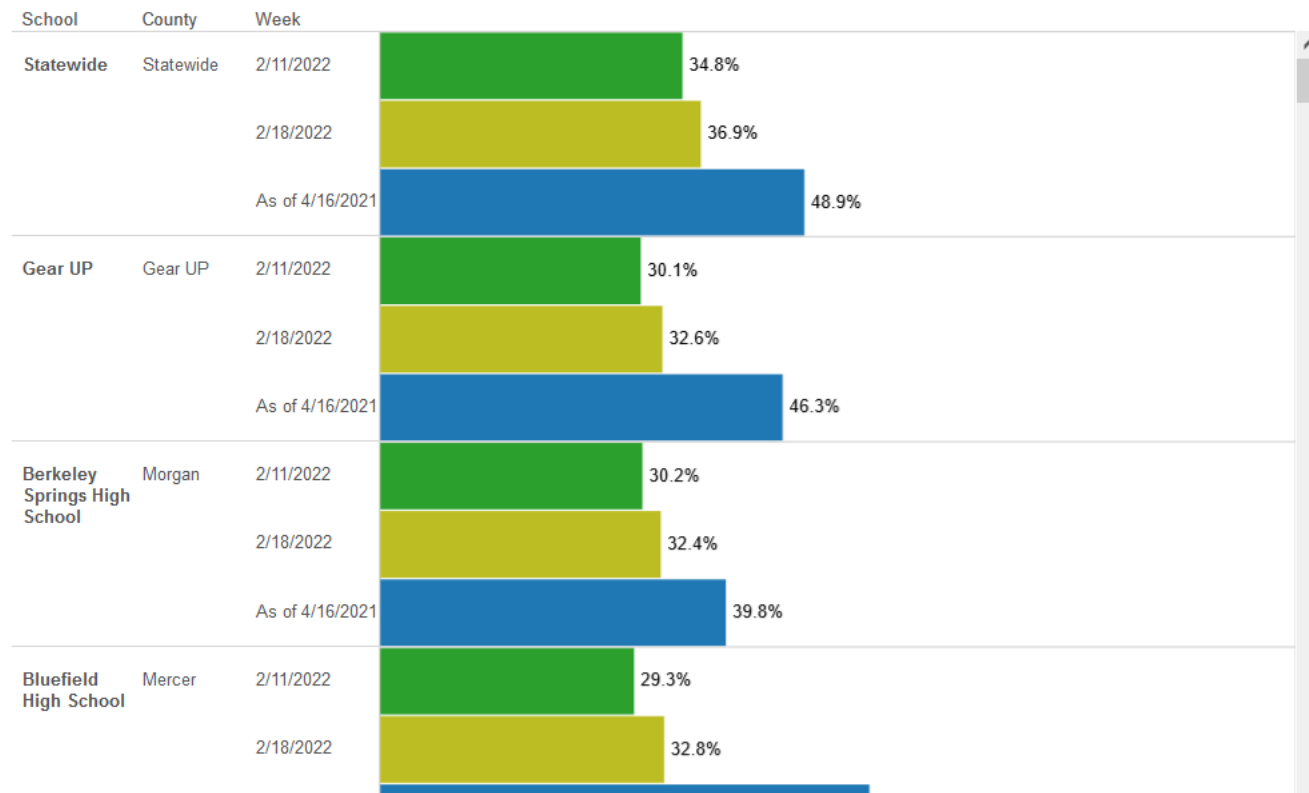
\*Uses FAMS data for Clay, Mason, Nicholas, and Webster County schools

# FAFSA Data Tracker on CFWV.com

FAFSA by County, School Heat Map by County % of FAFSAs by Week % of FAFSAs by Week Table View FAFSA By County Progress to

AS OF FEBRUARY 18  
**36.9%**  
OF WV SENIORS HAVE COMPLETED A FAFSA

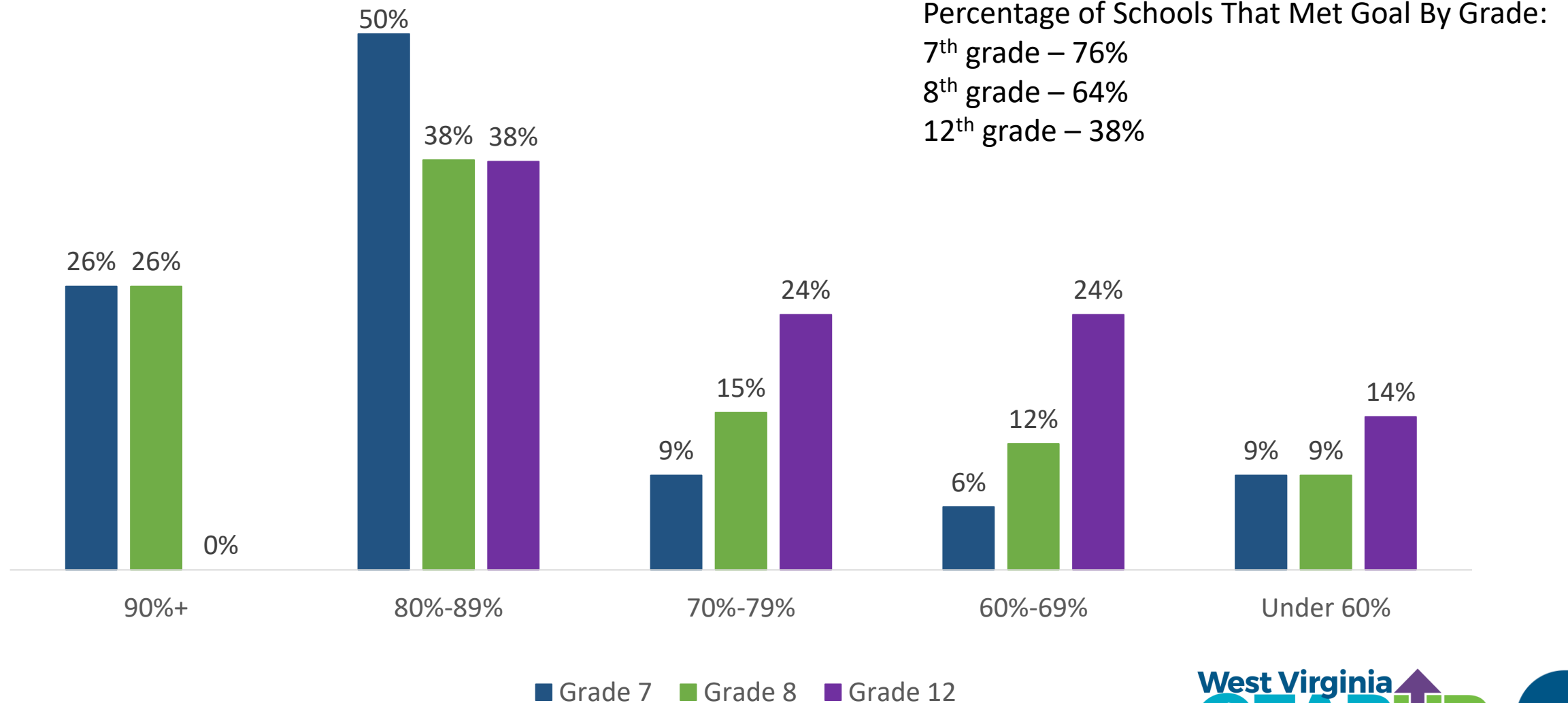
## FAFSA by County, School



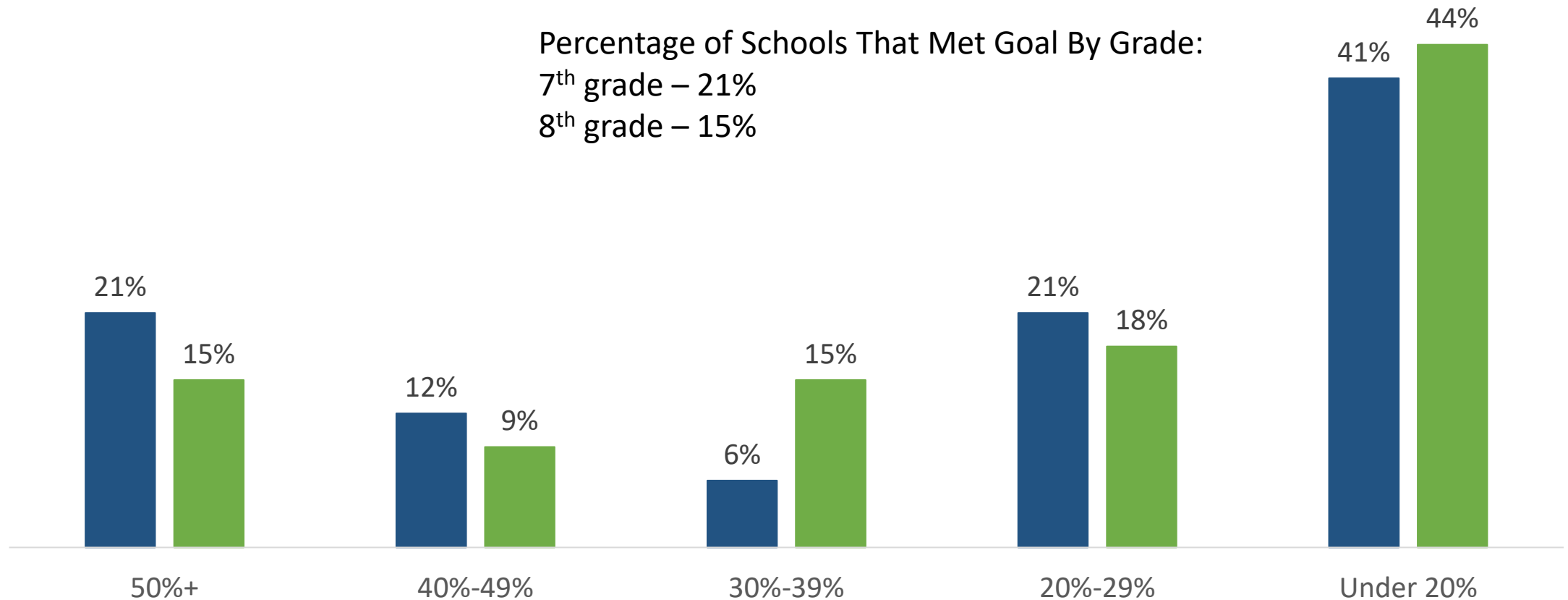
Week  
2/11/2022  
2/18/2022  
As of 4/16/2021

- Provides statewide school and county FAFSA completion rates
- Has separate tabs just for GEAR UP
- Includes rates that are week-over-week, year-over-year and as of the prior April 15<sup>th</sup> deadline

# Survey Completion Rates: Students



# Survey Completion Rates: Parents\*



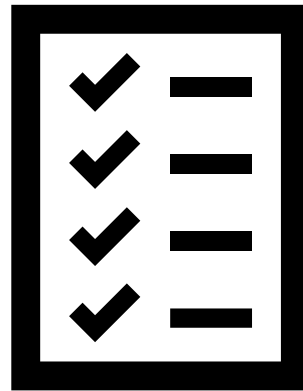
\*Includes paper survey estimates

■ Grade 7 ■ Grade 8

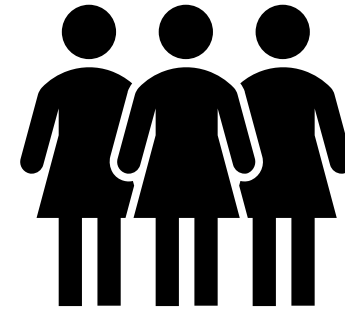
# Upcoming Research & Evaluation Activities with ICF



Cohort Reading & Writing  
Intervention



Personnel Survey



Cohort Student Interviews  
Priority Student Focus Groups

Student & Parent Survey Extension Until March 11th



# Surveys, Focus Groups, & Protocols

ICF staff



# **WVGU External Evaluation—Surveys, Focus Groups, and Protocols**

3/3/2022

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Johnavae Campbell, PhD  
ICF External Evaluation Team



# Agenda

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- Cohort 1 Student Reading + Writing Activity (March 7–April 1, 2022)
- 12th Grade Priority Student Focus Groups (March 2022)
- School Personnel Survey (April 11-May 18, 2022)
- Cohort 1 Student Individual Interviews (May 2022)

# Cohort 1 Student Reading + Writing Activity (March 7–April 1, 2022)

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- Overview:

- Borman et al. (2020) developed two 15-minute reading + writing activities designed to foster social and emotional wellbeing.
  - Several months after the activities, students who completed the activities had increased social and emotional wellbeing compared to those who did not—suggesting a significant and long-term impact of the activities.
- WVGU is implementing these short activities to support increased social and emotional wellbeing among Cohort 1 students. We are also testing to see if targeted WVGU services (e.g., Student Success Societies) have an *additive effect* in improving social emotional wellbeing among students.

- Logistics:

- **March 7–April 1, 2022:** All Grade 7 students (except those opted out from student survey) to complete 20-30-minute online activity (this includes a short pre-test as well as the first reading + writing activity)
- **Target student completion rate** = 80%

- Next steps:

- **Site coordinators** schedule activity with teachers/staff and arrange access to computer with Internet
- **Site coordinators** provide teachers with instructions on administering the activity (see copy in your packet)
- **Site coordinators** ensure opted out students do not participate by providing them with an alternate activity
- Future Activities: The second activity is planned for September 2022, with the post-test in May 2023

# 12<sup>th</sup> Grade Priority Student Focus Groups (March 2022)

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- Overview:

- Priority student focus groups (group interview with about 8 students per group) to understand the baseline conditions at the WVGU high schools regarding topics such as college/career and hope/belonging
- Findings will be used to tailor college and career resources and programming

- Logistics:

- 5 schools selected to participate: Mingo Central HS, Wahama HS, Lincoln County HS, Man High School, Van Jr/Sr HS
- **March 2022:** Focus groups will be conducted virtually or in-person, based on preference of school

- Next steps:

- **WVGU Regional Program Directors** to reach out to site coordinators from selected schools on next steps regarding logistics and to connect with ICF's qualitative lead (Chuck Dervarics)
- **Site coordinators** to coordinate scheduling of focus groups with Chuck at ICF
- **Site coordinators** to select students for participation and obtain signed parent consent (for any students under 18)—recommend inviting 10 students in case some no-shows and/or those that don't bring in signed forms
  - Goal is to have *diverse* student participants, not just the high achievers...we want to understand perspectives that represent the broader population in the school
- **Site coordinators** to provide space for focus groups—either a room for an in-person focus group or computers with Internet connection and audio/visual capabilities for a virtual focus group

# School Personnel Survey (April 11-May 18, 2022)

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- Overview:

- Survey of school personnel at all WVGU middle schools and high schools to collect data on:
  - Background information on personnel and school (no identifiable data will be collected)
  - College-going culture
  - Involvement in school-level activities
  - Student engagement
  - Knowledge of college costs, options, and financial aid
- Survey results can be used to help program staff to customize activities and services accordingly

- Logistics:

- **April 11 – May 18:** Administrators, teachers, counselors, and other student support staff (including site coordinators) from all WVGU schools to complete online survey (accessible via URL and QR code)
- **Target response rate** = 80%

- Next steps:

- When survey opens on April 11, **site coordinators** disseminate (and/or coordinate with school administration on how to disseminate) survey to school personnel and then send reminders as needed to meet response rate goals

# Cohort 1 Student Individual Interviews (May 2022)

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- Overview:

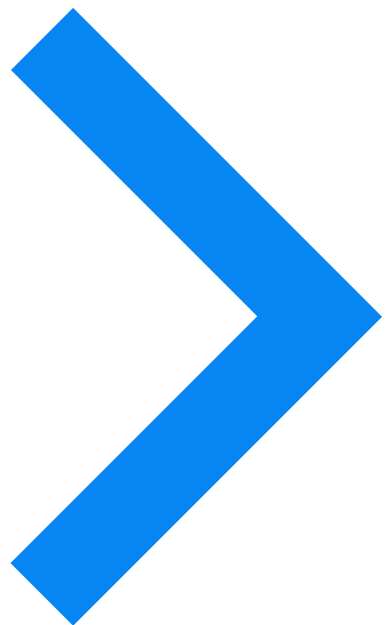
- ICF will conduct an annual, in-depth longitudinal investigation of student academic trajectories via individual interviews with the same 10 students (from Cohort 1) in each year of the grant
- Potential interview topics will include:
  - Hope and belonging
  - Early thoughts about college and career
  - Student needs
  - Helpful support services

- Logistics:

- Interviews to happen in **May 2022**
- Given potential attrition, we plan to recruit approximately 20 students for the first year of interviews

- Next steps:

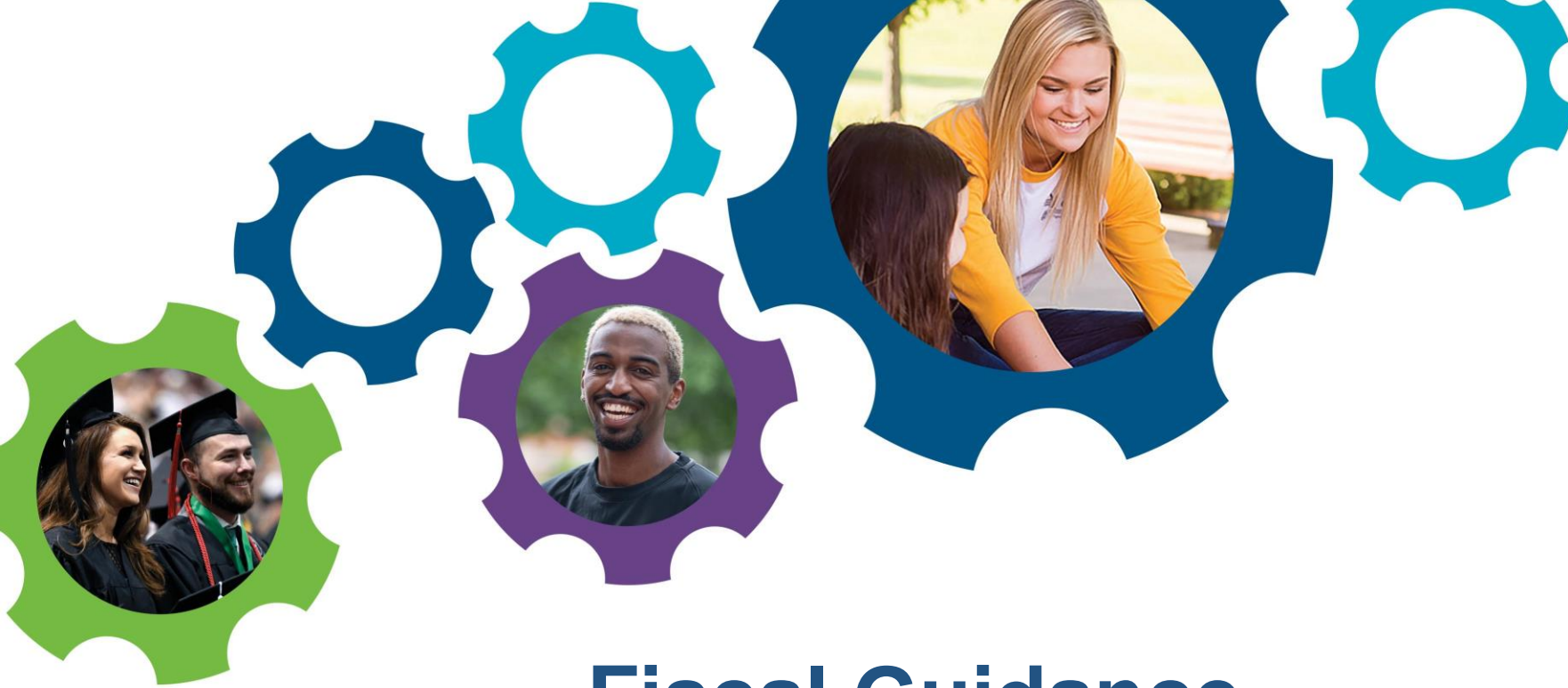
- **WVGU Regional Program Directors** will reach out to program staff about next steps



Thank you!



Any questions?



# Fiscal Guidance

Joanne Rutherford, Coordinator of Fiscal & Administrative Services

# Fiscal Overview

- Site Coordinator Contract Agreements and Supporting Documentation
- County Grant Budget Templates
- Invoices - Pre-populated for the next five months with your Vendor Number, Name, Address, County, School, Dates of Service, GAE Number, Invoice Amount and Invoice Number. These need to be signed. Your signature is to match your printed name as it appears at the top of the invoice and dated for the end of each month.
- Academic Enrichment and Classroom Enhancement/tech purchases are being reviewed.
- Take some time to read and understand your Grant Agreement
- Take some time to read and understand the Policies & Procedures Guide
- Allowable Expenditures
- Allowable costs are those expenses that are specifically permitted (or not explicitly prohibited) by the laws, regulations, principles, and standards issued by the U.S. Department of Education and other authoritative sources and specifically aligned in the approved WV GEAR UP state grant proposal.
  - \* Remember – Your budgets are tied to your pre-approved workplan that was approved by the Department of Education.
- Unallowable Expenditures – Federal GEAR UP funds CANNOT be used for non-GEAR UP students.

Entertainment Cost for Events

Athletic Events - Going to Ball Games

Field Trips

Purchasing T-Shirts

- For purchasing purposes, our Policy and Procedure Manual is located on the WVGEARUP website. Remember to follow your county fiscal policies and procedures and communicate with your Principal, County Coordinator and/or Treasurer.

To help you decide if costs are allowable or not, ask these questions: Is the expense:

- Allowable and necessary to implement the program.
- Reasonable.
- Allocable to program objectives.
- Compliant with the program's federal administrative regulations.

WV GEAR UP funds must be used to pay for activities that support the WVGU goals and objectives, as outlined in the approved state grant application. To be allowable and allocable funds must:

- Support the implementation of WVGU goals and objectives.
- Support enrichment or complimentary activities aimed at deepening student experience in WV GU.
- Support school personnel participation in WVGU sponsored professional development, leadership activities or other WVGU sponsored school improvement services.
- Enable student, parent, and/or school personnel participation in WVGU sponsored outreach activities.
- Support parent participation in WVGU sponsored and other approved parent engagement activities.

Funds may be used to support activities for eligible WVGU students only. WV GEAR UP students are defined as students in approved GEAR UP schools from the class of 2027, 2028, and each senior class. Schools may elect to serve additional students by including them in WVGU activities, but WVGU funds may not cover costs for those additional, non-program eligible students. For example, if you take only WVGU eligible students on a college visit you may pay the full cost of the trip with WVGU funds. If you opt to take both WVGU eligible students and other students on a field trip, costs should be proportionately covered by WVGU and other funds. An exception is when including non-WVGU students will not increase the cost. For example, if you bring in a speaker for WVGU students, and there are empty seats in the auditorium, you may invite non- WVGU students to participate.

# Cumulative Classroom Enhancements

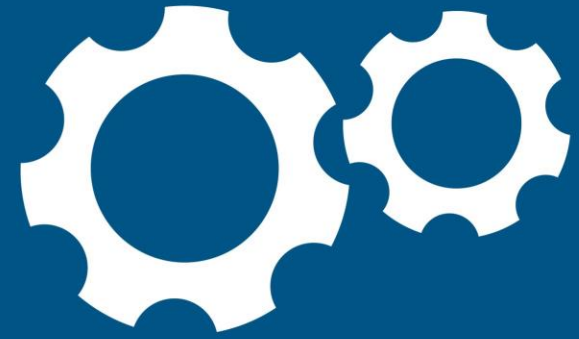
GU Tech stickers/labels are being issued to each County. We must keep a record of these items for auditing purposes. We will be sending a spreadsheet soon to identify all GU Tech items. You are required to keep an inventory of ALL Tech items to include:

- Receipt Date
- Vendor Name
- Product Names
- Model/Serial Number
- Final Quantity
- Final Price
- Location in school where tech item will be housed

Site visits will be performed on occasion to verify information

# Lesia Sammons

*Coordinator of Counseling & Testing  
Mingo County Schools*



Process Site Coordinators use in Mingo County to complete necessary fiscal paperwork

- Forms
- Coding
- Tying to schools GEAR UP budget
- How it all ties together on the back end of the county level to ensure GU purchases are included on the County's monthly invoice for reimbursement.





# College Decision Day

JR Luyster, Assistant Director of WV GEAR UP



# College Decision Day and Transition Event

| <u>Name of School:</u>             | <u>CDD Date:</u> | <u>Start Time:</u> | <u>End Time:</u> | <u>Location Details:</u> | <u>Last Name</u> | <u>First Name</u> | <u>Job Title</u>      |
|------------------------------------|------------------|--------------------|------------------|--------------------------|------------------|-------------------|-----------------------|
| <b>Chapmanville High School</b>    |                  |                    |                  |                          |                  |                   |                       |
| <b>Clay County High School</b>     | 4/29/2022        | 12:30 PM           | 2:00 PM          | Gym                      | Osburn           | Leslie            | Counselor/GUSC        |
| <b>Hannan High School</b>          |                  |                    |                  |                          |                  |                   |                       |
| <b>Lincoln County High School</b>  |                  |                    |                  |                          |                  |                   |                       |
| <b>Logan High School</b>           | 5/9/2022         | 1:00 PM            | 2:30 PM          | Gym                      | McPeak           | Charles           | Counselor/GUSC        |
| <b>Man High School</b>             |                  |                    |                  |                          |                  |                   |                       |
| <b>Mingo Central High School</b>   | 5/19/2022        | 12:30 PM           | 1:30 PM          | Gym                      | Gilman           | Andrea            | Counselor/GUSC        |
| <b>Nicholas County High School</b> |                  |                    |                  |                          |                  |                   |                       |
| <b>Point Pleasant High School</b>  | 5/4/2022         | 8:00 AM            | 10:00 AM         | Auditorium               | Grady            | Carla             | Teacher/GUSC          |
| <b>Richwood High School</b>        |                  |                    |                  |                          |                  |                   |                       |
| <b>Roane County High School</b>    | 5/4/2022         | 9:00 AM            | 11:00 AM         | Auditorium               | Lockhart         | Rebecca           | Counselor             |
| <b>Scott High School</b>           | 5/13/2022        | 12:00 PM           | 2:30 PM          | Gym                      | Messer           | Matthew           | Principal             |
| <b>Sherman High School</b>         |                  |                    |                  |                          |                  |                   |                       |
| <b>Spring Valley High School</b>   | 4/28/2022        | 9:30 AM            | 5:30 PM          | Student Center           | Asbury           | Debbie            | School Counselor/GUSC |
| <b>Tolsia High School</b>          | 4/7/2022         | 12:00 PM           | 3:00 PM          | Library                  | Wallace          | Brittany          | School Counselor      |
| <b>Tug Valley High School</b>      | 05/16/2022       | 5:00 PM            | 7:00 PM          | Auditorium               | Fletcher         | Candace           | School Counselor/GUSC |
| <b>Van High School</b>             | 05/26/2022       | 8:30 AM            | 9:30 AM          | Gym                      | Chafin           | Noelle            | School Counselor/GUSC |
| <b>Wahama High School</b>          | 5/26/2022        | 9:00 AM            | 10:00 AM         | Gym                      | Murphy           | Teresa            | School Counselor      |
| <b>Wayne High School</b>           |                  |                    |                  |                          |                  |                   |                       |
| <b>Webster County High School</b>  | 4/29/2022        | 9:00 AM            | 3:00 PM          | Gym                      | Bruffy-Moffatt   | Stephene          | School Counselor      |
| <b>Wirt County High School</b>     |                  |                    |                  |                          |                  |                   |                       |



# Virtual College Visits

Mallory Carpenter, College Access & Success Program Director

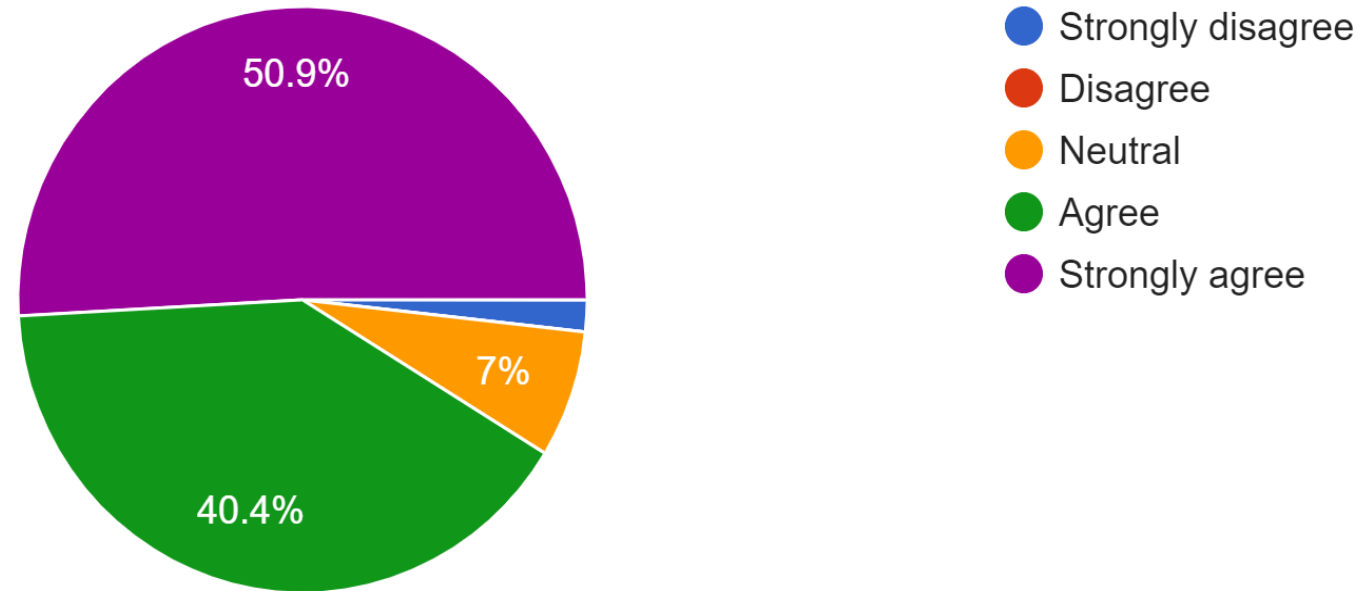
# **Education Alliance Virtual Visits**

# High School Virtual Visits—Preliminary Data

- Total number of Higher Education Institutions that Participated- 19
- Total Number of High Schools that participated - 35
- Number of WV Counties that participated- 23
- Number of GEAR UP Schools that participated- 20
- Number of total students - 1,367
- Preliminary Survey Results \*Note -57 teachers/coordinators responded (not students)

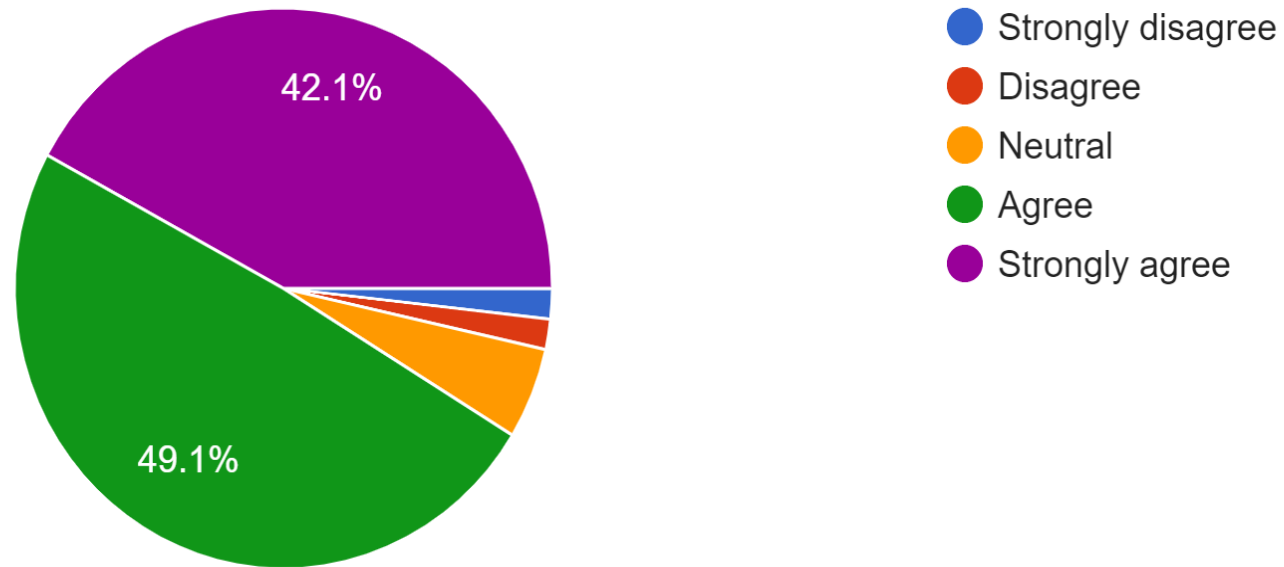
## My students learned information that will encourage them to attend college

57 responses



My students learned information that will be useful for them in choosing the right college for themselves

57 responses



# Cohort Virtual Visits

- Registration now open!
- Visit <http://educationalliance.org/college-visits/> by March 25 to register

# Best Practices

- Use your Toolkit and Travel Case to “preview” visit with students
- Use your camera to take pics and share on social media and with Ed Alliance
- Small groups work better—utilize partnerships within your school to target as many students as possible
- Remember to use the GU sign-in sheet for tracking attendance
- What worked best for you?



# LUNCH

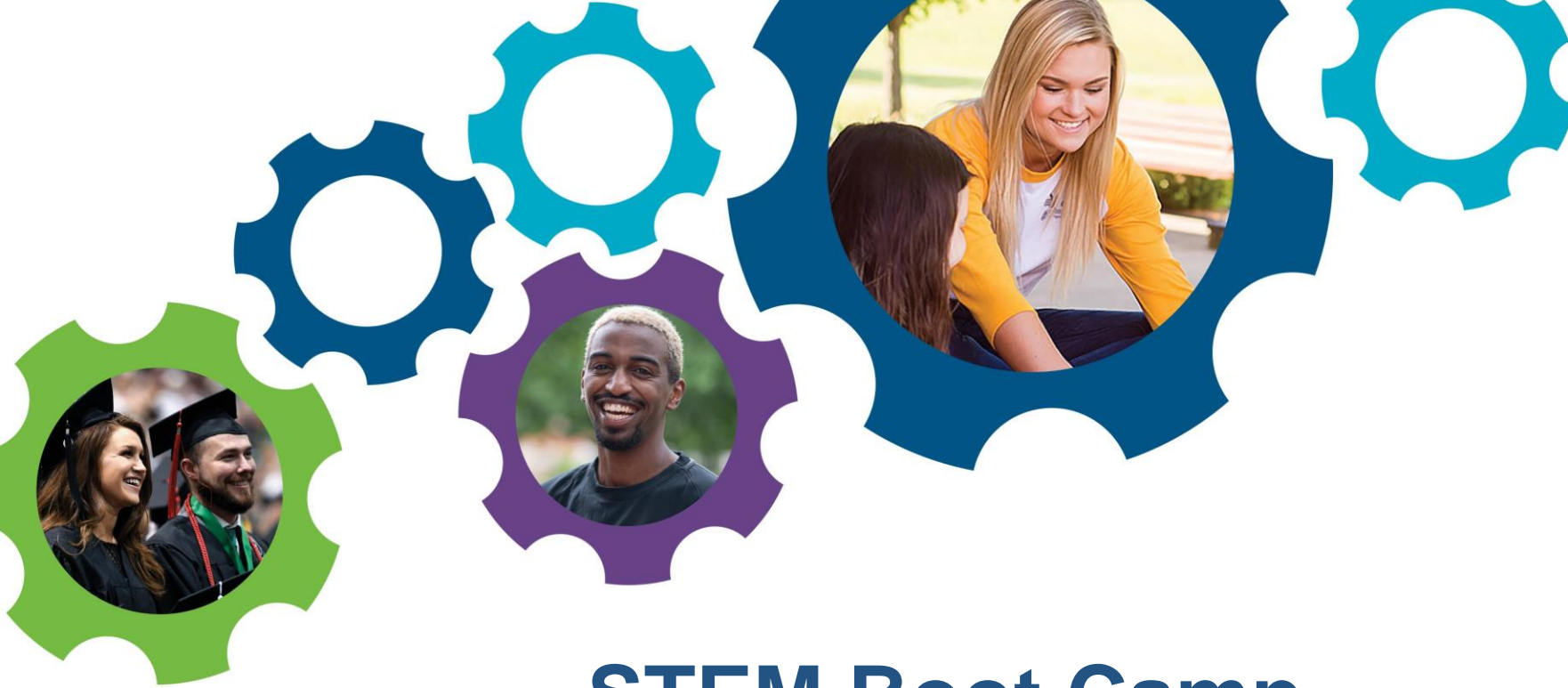
Sam's Uptown Café  
12:00 pm to 12:45 pm





# Financial Literacy Program

Elizabeth Manuel, Senior Director of Student Affairs



# STEM Boot Camp

JR Luyster, Assistant Director of WV GEAR UP



# STEM Bootcamp

- We are excited to partner with MAD-learn on this project
- Video: <https://youtu.be/MdWIDTzOJ3M>
- There will be 6 total two-hour long workshops on 3 dates:
  - Friday, March 25<sup>th</sup>                      9:00 am – 11:00 am    12:00 pm – 2:00 pm
  - Friday, April 1<sup>st</sup>                        9:00 am – 11:00 am    12:00 pm – 2:00 pm
  - Friday, April 8<sup>th</sup>                        9:00 am – 11:00 am    12:00 pm – 2:00 pm
- Registration for the event facilitator at each school opens tomorrow
- The deadline to register is Friday, March 18<sup>th</sup>
- Each facilitator can recruit up to ten 7<sup>th</sup> grade students to participate
- There are 7 large cohort schools where we will allow up to 15 students to participate:

|                         |              |              |         |
|-------------------------|--------------|--------------|---------|
| Chapmanville Middle     | Clay Middle  | Logan Middle | Madison |
| Point Pleasant Jr/Sr HS | Summersville | Wayne Middle |         |



# SAT Bootcamp

Jennifer Grossman, Ph.D., Coordinator of Research & Evaluation

# SAT Bootcamp Overview

## What is it?

A virtual opportunity for high school juniors and seniors statewide to learn expert tips and strategies on how to optimize performance on the SAT

## Who can participate?

Any WV high school junior or senior

## When will it be held?

The exact date is TBD, but it will be held either in late March or in April

## How can students register?

A registration site will be created for students to sign up. We will communicate through different channels once registration is open



# NCCEP Study Labs

Danielle Walker, NCCEP



# Student Success Summit

**Save the Date!**

 West Virginia  
**Student Success  
Summit**

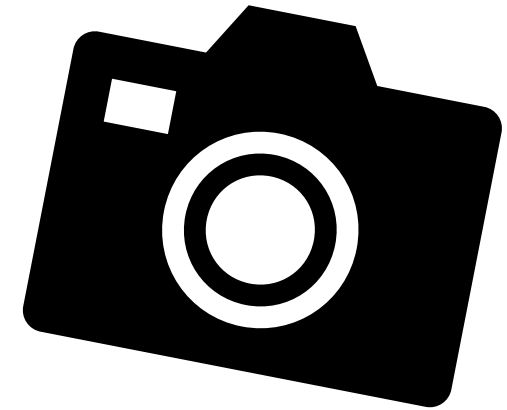


**July 13-14, 2022**



# Two Day Professional Development Opportunity

- [The Student Success Summit](#) is a collaborative event focusing on creating seamless and supportive lifelong learning systems for our state's students.
- 54 breakout sessions
- 4 plenaries
- Student leadership component
- Gallery Walk



# Schedule of Events

| July 12, 2020                      | July 13, 2020                | July 2014                    |
|------------------------------------|------------------------------|------------------------------|
| WV GEARUP Program Staff Meeting    | Student Success Summit Day 1 | Student Success Summit Day 2 |
| Early Conference Check-in: 3pm-7pm | Conference Check-in: 7am     | Conference Check-in: 7am     |
| Meeting: TBD                       | Summit: 7:30am- 4:30pm       | Summit: 7:30am-2pm           |

**What do we need to be  
doing to plan for the  
SSS?**

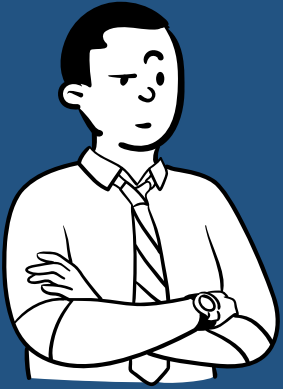
**(I'm so glad that you  
asked!)**



- Mark down July 12-14 in your calendar
- Recruit your school team of FOUR
- Get familiar with your budget and know your county policies
- Watch your inbox for an email from JR/Heather letting GUSCs know first which hotels have the room rate blocks (mid March)
- Make room reservations once the hotels have been announced
- Work closely with county coordinator
- Register school team for the SSS
- Attend the SSS
- Earn counseling CEUs for many of the breakout sessions

# Student Success Summit Budget

- Travel: miles to and from hotel and tolls
- Hotel: 2-night stay; best practice – Suggestion: book all your rooms school/county at the same time for one direct county bill. Seek advice from your county coordinators (prepare for taxes, fees, and potentially parking)
- Meals: July 12 dinner; July 13 dinner. Breakfast and lunch are provided.
- Daily Stipend: Each school team member is eligible for three days of professional development stipend. Daily rate varies by county. County coordinators know your county rate.



**Any additional questions?**

# 10 minute BREAK





# Faculty Senate Presentations

JR Luyster, Assistant Director of WV GEAR UP



# Faculty Senate Presentations

- Lead a 10 to 15 minute presentation during a faculty/senate or school staff meeting
- Informing them about the new GEAR UP program and the variety of events and services that will be provided to your GEAR UP students and their families
- Highlight some of the unique and exciting pieces of the GEAR UP workplan scheduled in Year 1
- The goal is to help gain understanding, buy-in, and support for your efforts
- We can work with you to provide any materials and data that you may need as it pertains to your school

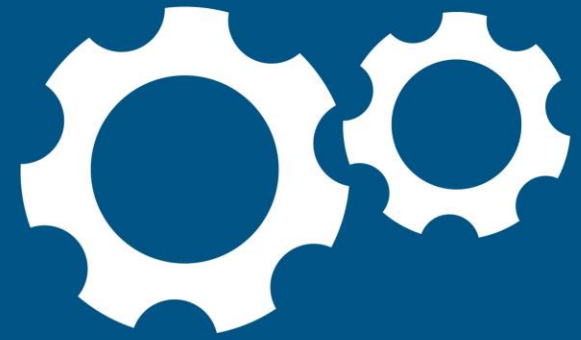


# Communications Update

Emily Hammond, Assistant Director of Communications and Outreach

# WHAT'S NEW

- A newly established GEAR UP Communications Team
- Logo and Branding
- Website
- Communications plan, goals and objectives



# LOGO AND BRANDING



# LOGO AND BRANDING

- Logo files and branding materials can be found on the new GEAR UP website ([wvgearup.org](http://wvgearup.org)) under the “Resources” Tab
  - Click “Partner Toolkit”
  - Click “Program Branding and Identity”
- Be sure to follow **ALL** guidelines in the “Identity Guide” for any and all GEAR UP related materials and correspondence
- Typefaces and color hex codes can all be found in the Identity Guide

# LOGO DOES AND DON'TS

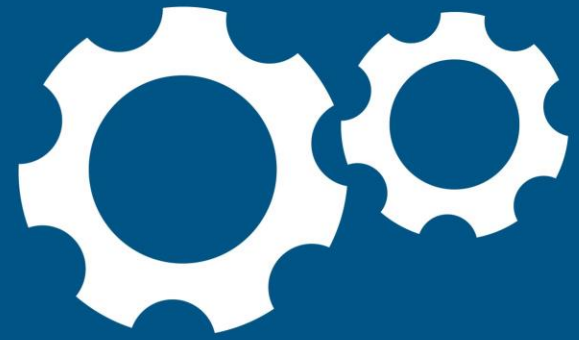
## DO



## DON'T



# NEW WEBSITE



- [WVGearUp.org](http://WVGearUp.org)
- Your one-stop-shop for all things GEAR UP including:
  - Important dates and upcoming GEAR UP events
  - GEAR UP information
  - Program resources and materials
  - Links to external resources





# COMING UP IN COMMUNICATIONS

# CREATING NEW STRATEGIES

- In the process of developing a more comprehensive communications strategy to better serve our partner schools.
- What to look forward to:
  - New, manipulatable outreach materials
    - Event flyers, parent information packets, social media templates
  - Stronger focus on social media
  - A new GEAR UP blog

# WE NEED YOUR HELP!

- Gathering content
- Encouraging student involvement in communications campaigns
- Coming up with ideas and materials for blog posts
- Overall, diversifying our content and outreach efforts

# FOLLOW US ON SOCIAL!



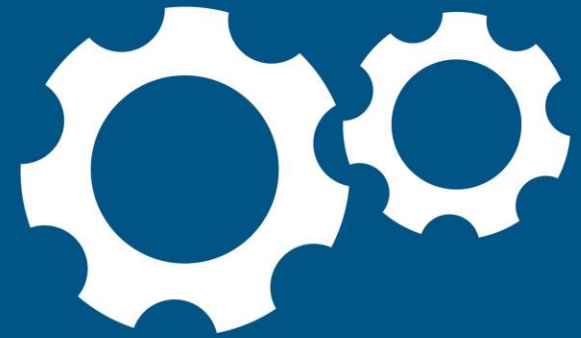
@wvgearup



@WVGGEARUP



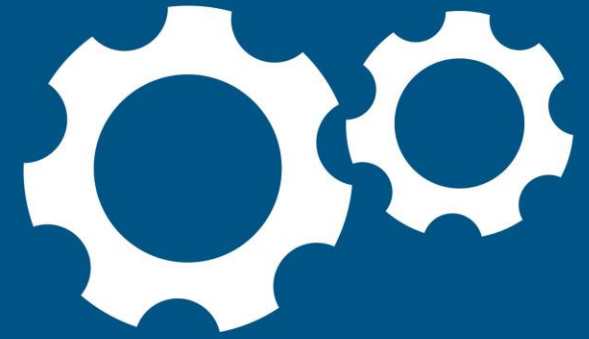
@WVGGEARUP



Use #GEARUPworks  
and make sure to tag  
us in all social posts!



# CONTACT



EMILY HAMMOND

[Emily.Hammond@wvhepc.edu](mailto:Emily.Hammond@wvhepc.edu)



# Regional Breakout



## Next meetings...

- WV GEAR UP Solutions Seekers Town Halls
  - Friday, March 18, 2022: Virtual via Zoom
  - Friday, April 15, 2022: Virtual via Zoom
- WV Site Coordinator Meetings
  - Thursday, May 5, 2022: WV Regional Tech Park, Charleston, WV
  - Tuesday, July 12, 2022: Charleston Coliseum & Convention Center

# → External Evaluation: Overview of Spring 2022 Activities



## Cohort 1 Student Reading + Writing Activity (March 7–April 1, 2022)

- **Overview:**
  - Borman et al. (2020) developed two 15-minute reading + writing activities designed to foster social and emotional wellbeing.
    - Several months after the activities, students who completed the activities had increased social and emotional wellbeing compared to those who did not—suggesting a significant and long-term impact of the activities.
  - WVGU is implementing these short activities to support increased social and emotional wellbeing among Cohort 1 students. We are also testing to see if targeted WVGU services (e.g., Student Success Societies) have an *additive effect* in improving social emotional wellbeing among students.
- **Logistics:**
  - **March 7–April 1, 2022:** All Grade 7 students (except those opted out from student survey) to complete 20-30-minute online activity (this includes a short pre-test as well as the first reading + writing activity) (URL will be provided to you by email)
  - **Target student completion rate** = 80%
- **Next steps:**
  - **Site coordinators** schedule activity with teachers/staff and arrange access to computer with Internet
  - **Site coordinators** provide teachers with instructions on administering the activity (see copy in your packet)
  - **Site coordinators** ensure opted out students do not participate by providing them with an alternate activity
  - Future Activities: The second activity is planned for September 2022, with the post-test in May 2023

## 12<sup>th</sup> Grade Priority Student Focus Groups (March 2022)

- **Overview:**
  - Priority student focus groups (group interview with about 8 students per group) to understand the baseline conditions at the WVGU high schools regarding topics such as college/career and hope/belonging
  - Findings will be used to tailor college and career resources and programming
- **Logistics:**
  - 5 schools selected to participate: Mingo Central HS, Wahama HS, Lincoln County HS, Man High School, Van Jr/Sr HS
  - **March 2022:** Focus groups will be conducted virtually or in-person, based on preference of school
- **Next steps:**
  - **WVGU Regional Program Directors** to reach out to site coordinators from selected schools on next steps regarding logistics and to connect with ICF's qualitative lead (Chuck Dervarics)
  - **Site coordinators** to coordinate scheduling of focus groups with Chuck at ICF
  - **Site coordinators** to select students for participation and obtain signed parent consent (for any students under 18)—recommend inviting 10 students in case some no-shows and/or those that don't bring in signed forms
    - Goal is to have *diverse* student participants, not just the high achievers...we want to understand perspectives that represent the broader population in the school
  - **Site coordinators** to provide space for focus groups—either a room for an in-person focus group or computers with Internet connection and audio/visual capabilities for a virtual focus group

## School Personnel Survey (April 11-May 18, 2022)

- **Overview:**

- Survey of school personnel at all WVGU middle schools and high schools to collect data on: background information on personnel and school (no identifiable data will be collected); college-going culture; involvement in school-level activities; student engagement; and knowledge of college costs, options, and financial aid
- Survey results can be used to help program staff to customize activities and services accordingly

- **Logistics:**

- **April 11 – May 18:** Administrators, teachers, counselors, and other student support staff (including site coordinators) from all WVGU schools to complete online survey (accessible via URL and QR code – to be provided to you at a later date)
- **Target response rate** = 80%

- **Next steps:**

- When survey opens on April 11, **site coordinators** disseminate (and/or coordinate with school administration on how to disseminate) survey to school personnel and then send reminders as needed to meet response rate goals

### **Cohort 1 Student Individual Interviews (May 2022)**

- **Overview:**

- ICF will conduct an annual, in-depth longitudinal investigation of student academic trajectories via individual interviews with the same 10 students (from Cohort 1) in each year of the grant
- Potential interview topics will include: hope and belonging; early thoughts about college and career; student needs; helpful support services

- **Logistics:**

- Interviews to happen in **May 2022**
- Given potential attrition, we plan to recruit approximately 20 students for the first year of interviews

- **Next steps:**

- **WVGU Regional Program Directors** will reach out to program staff about next steps



**Questions?** Contact Samantha Spinney, ICF External Evaluation Lead at [samantha.spinney@icf.com](mailto:samantha.spinney@icf.com) or 703-272-6681 with any questions about external evaluation activities.

# → Reading + Writing Activity for 7<sup>th</sup> Grade Students: Teacher Instructions



## Directions

- Make sure you are aware of **students who returned parent opt-out forms and should not participate in the activity**. You may want to find something else for these students to do so they are not singled out.
- Computer labs provide an efficient setting for administering the online reading + writing activity in school.
- This activity contains two parts (1) a quick introductory survey and (2) a 15-20 minute reading and writing activity.
- Begin the activity by introducing the activity. When introducing the activity, we would like you to refer to it as “creative writing” or “free writing activity.” If you post a schedule for the day’s activities, please use these terms to refer to this writing activity. This will help students to connect the activity to the regular class day rather than to participation in a research study.
- Please read the following script before students begin the activity:

“Today you are going to write about yourselves and your experiences in middle school. On the first page, you will complete a short survey. Then, you will be given results of a survey taken by students who were in middle school last year. Please take your time and read these carefully. Next, you will be asked some questions about your experiences at our school. Please read these questions carefully and then type your responses quietly and independently. I want you to write your own ideas and opinions and don’t worry about spelling or grammar. Remember that your answers can help other students in middle school in the future, so be honest and write what you feel. If you have any questions, please raise your hand and I will come explain the directions to you.”
- Suggested responses to potential student questions are listed on the back of this handout.
- The link to the online activity is as follows: [www.tinyurl.com/WVGUReadingWriting](http://www.tinyurl.com/WVGUReadingWriting)
- On the first page, students will be prompted to enter their 9-digit WVEIS ID and their school. Please help them enter this information correctly.
- Allow students 20-30 minutes to complete the exercise and provide them with a 5-minute warning.
- We are sincerely grateful for your participation in this project and optimistic about the potential of these writing exercises to help students. We look forward to sharing our results with you. Once again, thank you for granting us some of your class time.

## **Answering Student Questions**

Note that in the following list of responses to questions, text in italics are direct responses to questions and the rest of the text includes suggestions/ideas on how to answer questions.

1. **Why are we doing this?** If students ask why they are completing this activity, explain that we want to understand their attitudes and ideas about middle school.
2. **Is this for the whole school?** *No, only the 7<sup>th</sup> grade teachers are doing this assignment today.*
3. **Do I have to do this?** *Your opinions and ideas are important. So I would like you to complete this assignment.* If the student repeats the question, please offer to give the student a different writing assignment, but assure them that they have to write and handle the situation in accordance with your normal classroom rules and procedures.
4. **Why are we doing this?** *We are interested in your opinion about these topics: what you think. The only way for us to know what you think is for you to share your opinions with us. Remember, your responses will help other students in middle school in the future.*
5. **Will this count towards my grade?** *No, so please don't worry about spelling or grammar, just answer as best you can.*
6. **How long will this take?** *Not very long, but please take your time reading the responses and answering the questions. People will finish at different times.*
7. **What if I don't know the answer?** *There are no right or wrong answers, just answer the best you can.*
8. **What if I disagree with what other people have said (in the survey)?** *Just do your best to respond to the questions based on your experiences as a middle schooler.* Those are listed as examples. Do your best to respond to the questions based on *your* experiences.

When answering student questions and giving instructions, please emphasize that we simply want to learn about them and that their ideas are important. Try **not** to refer to the exercises as tests and **not** to mention words like research. We want to buffer students with positive ideas and to avoid inducing any anxiety for them.



**In partnership  
with MAD-learn**

# **STEM BOOTCAMP**

**9:00 - 11:00 AM & 12:00 - 2:00 PM**  
**Six total classes provided at the  
above times on the dates below:**

**Friday, March 25th**

**Friday, April 1st**

**Friday, April 8th**

**REGISTRATION GOES LIVE  
MARCH 4TH**

Event coordinator and the students will need to create a MAD-learn account in advance. Registration will be required by March 18th.

## **NEED TO KNOW:**

- Students will need access to a computer
- Will be on virtual viewing platform
- Up to 60 students (6 schools in groups of 10 per workshop)



**REGISTER BY MARCH 18TH USING THE QR CODE ABOVE**