

## Montana Campus Compact VISTA Assignment Description (VAD)

<b>Title:</b> Expanding Student Success in the Montana University System
<b>Sponsoring Organization:</b> University of Montana – Montana Campus Compact
<b>Project Name:</b> MTCC VISTA
<b>Project Number:</b>
<b>Project Period:</b> July 5, 2022 – July 4, 2023
<b>Site Name:</b> Office of the Commissioner of Higher Education
<b>Focus Area(s)</b>
<b>Primary:</b> Education
<b>Secondary:</b> Capacity Building

<b>VISTA Assignment Objectives and Member Activities</b>	
<p><b>Goal of the Overall VISTA Project:</b>            Montana 10 (MT10) provides comprehensive supports to Montana's low-income students to help them stay in school, graduate on-time, and do so with less debt. Not only do low-income students face increased barriers to achieving a college degree, but they can also perhaps most benefit from the economic and social mobility that a college degree affords. In the Montana University System (MUS), low-income students are nearly twice as likely to drop out of college than their middle and high-income peers. By growing Montana 10 and expanding the program to more institutions and more students across the state, the VISTA project will make it possible for low-income students to earn a degree and achieve economic mobility for themselves, their families, and their future generations.</p>	
<p><b>Objective:</b>            The VISTA member will orient themselves to project performance measurement requirements in order to successfully implement each component and accurately report on progress.</p>	<p><b>Member Activity:</b> The member will ensure they receive and participate in an On-Site Orientation Training (OSOT) upon arrival at the host site and communicate any project questions to the host site supervisor and/or the Montana Campus Compact VISTA Manager.</p> <p><b>Member Activity:</b> The member must review applicable performance measurements and anticipate outcomes for each activity included in this VAD.</p> <p><b>Member Activity:</b> Upon understanding the performance measurement reporting requirements, the member will determine and put into place reporting tools necessary to supply performance measurement data to the Montana Campus Compact VISTA Project on a monthly basis.</p>
<p><b>Objective:</b>            Determine the role of the campus/community partner in the VISTA project.</p>	<p><b>Member Activity:</b> Meet with the campus/community partner, discuss collaborative opportunities and potential.</p> <p><b>Member Activity:</b> Maintain regular communication with campus partner.</p>

<p><b>Objective:</b> Support development of educational resources to help increase campus staff knowledge of MT10 supports, theory of change, and core practices.</p>	<p><b>Member Activity:</b> Research other national examples of evidence-based student support programs.</p> <p><b>Member Activity:</b> Review existing MT10 educational documents.</p> <p><b>Member Activity:</b> Collaborate with campus MT10 teams to identify program documents and resources, and build a library of resources (e.g., intake forms, advisor forms, financial education materials, program-related syllabi, orientation agendas, etc)</p> <p><b>Member Activity:</b> Design an online MT10 resource library where campus teams, MUS affiliates, and other entities can access MT10 resources and materials.</p> <p><b>Member Activity:</b> Draft an MT10 implementation handbook, including evidence and resources to support campus implementation.</p>
<p><b>Objective:</b> Increase campus ability to implement and sustain MT10 over time by identifying, researching, and documenting MT10 program best practices and processes.</p>	<p><b>Member Activity:</b> Collaborate with OCHE staff and campus MT10 teams to identify administrative processes important to program implementation and delivery at campuses. Examples include: recruiting students into the program, application of financial aid, disbursement of incentives and financial supports, etc.</p> <p><b>Member Activity:</b> Collaborate with campus teams to create visual and descriptive explanations of campus best practices.</p> <p><b>Member Activity:</b> Develop and document a review cycle for processes.</p>
<p><b>Objective:</b> Build campus team knowledge of MT10 by delivering trainings, support, and professional development to faculty, staff, and administrators to support them in delivering program to students.</p>	<p><b>Member Activity:</b> Collaborate with OCHE staff and campus MT10 teams to identify training and professional development needs for MT10 staff, faculty, and administrators.</p> <p><b>Member Activity:</b> Prepare materials, identify goals, and plan training opportunities for campus MT10 teams.</p>
<p><b>Objective:</b> Develop MUS institutional capacity to support faculty in using free, open-access educational resources (OER)</p>	<p><b>Member Activity:</b> Research best practices in supporting institutional capacity-building to promote OER and make recommendations to OCHE.</p>

<p>to help MT10 students gain academic momentum and promote affordability.</p>	<p><b>Member Activity:</b> In coordination with OCHE staff, create implementation plans for capacity-building recommendations and collaborate with necessary campus stakeholders to implement recommendations.</p> <p><b>Member Activity:</b> Collaborate with campus teams to identify high-enrollment courses for MT10 students and connect campus teams and faculty to resources to support adoption of OER.</p> <p><b>Member Activity:</b> Collaborate with OCHE staff and MUS OER committee to develop and host training and professional development activities for campus staff, administrators, and faculty for supporting adoption of OER materials and textbooks.</p>
<p><b>Objective:</b> Develop reporting and tracking metrics to align MUS institutions around key performance and equity benchmarks that will help ensure program success and indicate challenge areas.</p>	<p><b>Member Activity:</b> Research common benchmarks for student success metrics and identify institutional and system capacity to provide reliable, accurate data for benchmarks.</p> <p><b>Member Activity:</b> Develop a reporting process for MUS campuses and collaborate with campus teams to implement reporting.</p> <p><b>Member Activity:</b> Develop end-of-semester reports from campus data and make recommendations for program development and enhancement based on findings.</p>