



**Achieving the Dream  
Meeting Notes  
April 25, 2013**



1. **Protocol for data requests:** the draft protocol document was distributed along with the online form for review by the team. Review the documents and provide feedback to Robin by May 7<sup>th</sup> for final review at the May 9<sup>th</sup> meeting. Develop a way to let staff know what types of data are available to request using the online form: enrollment, course completion, etc. and discussed the need for the website to be functional to provide a way to communicate the information.
2. **Focus Group Update:** only one student has shown up to the four schedule sessions. A suggestion was made by Robin to cancel the remaining sessions and move this to fall term. Another suggestion was made to hold to self-select sessions for the May dates. Robin will check with Jenny and Karina regarding the possibility. Need to post the flyers on campus and have an email sent to faculty asking them to encourage students to attend.
3. **Data Requests**
  - a. Completed
    - i. **Math request** – Winter course completion comparison of Math 70 to Math 94 – reviewed the data and discussed the presentation of the data as a data team review process and for official publication. Important to distinguish between the grade distribution review and the effectiveness of the activities being assessed.
    - ii. **Title III – data request** for objectives; persistence; retention; remedial math completion, remedial writing completion; gateway math completion; gateway writing completion – noted to team that the request had been completed using the same process as the winter in-service data briefs.
    - iii. **Achievement Compact** – undeclared remedial completion and 15/30 credit completion – noted to team that the request had been completed based on the achievement compact and student who had not declared a degree.
  - b. Leakage Points – working to develop program within SAS over the next month or in early Summer
  - c. **Math request** – Winter course completion for CASE Grant/ATD math learning center data – distributed the first draft of the data and Robin will provide the background for each of the different categories. Discussion was held regarding the comparison of groups and noted that it is critical to compare appropriate groups to determine the effectiveness of the activities.
  - d. **Undeclared student persistence** – TIII and Achievement Compact – Robin will be finalizing this request later this week or early next week.
4. **Additional Items – Action Item Updates:** Protocol addressed in item 1 and Focus Group addressed in item 2.

**5. Additional Items – Quarterly Data Brief:** Discussion ensued on what data to provide in the data brief and it was determined the Math and Writing completion for Winter Term will be highlighted. Robin will develop a draft and send to data team for review.

**6. Next Meeting Date: May 9<sup>th</sup> at 1:00 pm**

**Action Items**

Action	Due Date	Person Responsible	Completion Date
Develop data request protocols based on feedback Review feedback	4/24/2013 5/7/2013	Robin	Pending data team Review
Focus Group Sessions: 12:00 pm	5/1/2013	Karina and Jenny	
Focus Group Sessions: 1:30 pm	5/TBD/2013	Karina and Jenny	
Focus Group Data Review:	5/3/2013	Karina and Robin	

**Attendees:** Kyriakos Kypriotakis, Team Leader; Robin Bunnell, Kassahun Kebede

**Absent:** Diana Schab, Shawn Liggett, Joy Parker, and Avena Singh