1. Evaluation plans were discussed – these are needed for the implementation plan and need to be specific. Ideally the evaluation plan would be developed at the time a project was initiated so that baseline data is gathered prior to the intervention. The Math and Writing group will be invited to the next meeting on November 7th to discuss the evaluation plan – there will be some overlap in the plan so both groups are requested to attend. Evaluation plans need to be returned to the data team to finalize for inclusion into the implementation plan. Once the evaluation plans are completed they need to be sent to the Core Team.

2. Workgroups were discussed – a data team member needs to attend the workgroup meetings, ideally the workgroup should have cross-functional representation with a data team member representing a different discipline/area/perspective.

3. The addition of Nathan Helland to represent student services for the First Year Experience initiative was suggested by Jacki – the team agreed and Nathan will be invited to the next meeting.

4. Jacki reminded the group that it is important to look at the gaps in the types of students although the overall improvement of students identified in the plan is the primary focus for ATD particularly related to the five key focus areas of ATD. It is still important to look further as deemed necessary by staff involved with the different initiatives/projects.

5. An end of course common assessment was discussed by the team – ex: All Writing 121 courses give an in-class essay, scored by a common rubric, and normed. This idea merits further discussion and is something that can be discussed by the workgroups.

6. Next Meeting Date: **November 7th at 11:00 am, Tioga 505**

Attendance: Kyriakos Kypriotakis, Team Leader; Robin Bunnell, Diana Schab, Jackie Stirn, Ross Tomlin, and Mark Wilson