



1. Program Review Process and Report Training: Completed initial round of training for faculty and staff who are participating in program review process during the spring and/or who are required to process reports within their job requirements. Full documentation to be completed and posted to myLakerLink in the next two weeks. Report training for data was conducted during the meeting with a reminder to review the documentation. Reports are now operational at the time the meeting notes were posted.
2. Qualitative Questions draft template questions: Still working on a template and will also look at questions that can be asked as part of the COMPASS. Will still need to use our own survey to ask questions during third week of term rather than looking at canned questions from the COMPASS due to how the data is collected and the inability to focus questions on specific courses to allow for a true pre and post survey for projects that are course specific (e.g. the math project). Kyriakos spoke with Carole regarding the template and the need to focus on all students who participate in the MLC and not just looking at one course or instructor. The goal is to be able to have a template that can be modified based on the project and specific course. The outcome is to be able to compare similar growth of the students. Still looking at myLakerLink as an option.
3. First Year Experience Evaluation Plan – update: Awaiting final conversations between VP of Student Services and Instruction and staff who are taking the lead responsibility. Further discussion related to options to rollout HD100. Discussions with housing staff included consideration of how to rollout to as many students who are considered at risk as possible (students enrolled in developmental and/or do not receive other “additional support”).
4. Data collection and coding – process review: An audit of processes needs to occur with respect to data collection and coding. More and more “processes” are changing without considering the impact upon reporting and data collection to ensure the reliability of the data. Attending Instructional council meetings to educate faculty and staff of the different data concepts as well as auditing current processes are two ways that IR will be utilizing to affirm how data is used that must be reported to the State, federal reporting agencies, and used in decision-making as part of program review and other key decision processes.
5. Additional Items – Action Item Update: Evaluation plans is nearly completed for writing for the 2013-14 project year. Finalization of math is nearly complete for current project and still need to update for 2013-14 project year. First Year experience is still on hold.
6. Additional Item – Reflection Report: The annual reflection report is due by second week in May and the data team is responsible for Question 5. Robin and Kyriakos will work on the required responses and still awaiting the timeline for submission from Core Team.

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7. Additional Item – Data Requests: There are six requests that were submitted over the last two weeks. Longitudinal data is now a common request and IR will work on options to produce data as requested. Longitudinal data requires more time than simple queries and as the number of requests grow, there will be more need to prioritize and determine which requests will be completed. Consideration needs to occur as to the size of IR and the required tasks with respect to the growing data needs.

8. Next Meeting Date: Meetings 1st and 3rd Thursday – next ***meeting May 29, 2014***

Action Items

Action	Due Date	Person Responsible	Completion Date
Evaluation Plans	10/25/2013	Project Leads	
Writing	11/7/2013		2/1/2014
Math	2/1/2014		Math
First Year Experience	5/22/2014		Pending
Update evaluation plans for next year	3/1/2014 4/23/2014	Project Leads	
Program Review TracDat Process	1/30/2014	Robin	
Update System with planning outcomes and results	5/1/2014		
Qualitative Data Questions - math	3/20/2014	Kassahun Kassahun Robin	Pending
- Template questions due – initial due date	5/22/2014		
- Template revised due date	5/29/2014		
Survey Tool for qualitative	4/17/2014		4/16/2014

Team Members in Attendance: Kyriakos Kypriotakis, Team Leader; Robin Bunnell, Kassahun Kebede, Shawn Liggett, Diana Schab, and Ross Tomlin (arrived near end of meeting)

Members for Specific Topics: Nathan Helland and Avena Singh