



**Achieving the Dream
Data Team
Meeting Notes**



March 13, 2013

1. **What is the data team's role?** Robin passed out the handouts from the Kick-Off Institute last June provided by the Data Coach, Jackie Stirn (attached). A quick review of the data team's role and the core team's role resulted in a clear distinction that data is the responsibility of the data team and the core team provides the "question" to be answered. Establish a protocol for data requests, including the online request form, that is followed for all ATD requests so the data team may determine priorities based on the core team implementation plan.
 - Joy and Kyriakos will meet to test a process with the development Writing initiative.
 - Prioritization process
 - Asking the "right" question for data team to produce needed data
2. **Data requests – current requests waiting for completion and data concerns:**
 - Math request via CASE grant: Fall course completion comparison of Math 20/Math 70
 - Math request – enrollment figures of students directly from high school
 - HD 100 request – enrollment (persistence) and GPA of students enrolled in HD100 compared to students who did not enroll in HD100
 - Art Tuition Waiver – persistence and completion compared to AAOT students
 - Leakage points –
 - How the data is presented and framed is critical to the success of "data as evidence" to make decisions.
3. **Additional items – Focus Groups:** Karina updated the team of the progress for the focus groups and announced April 23 to May 3 as the dates that are available for the focus group sessions as notifying and completing focus groups during winter was too tight of a timeline.
 - The questions were updated and potential additional questions were listed based on information shared at one of the sessions during the DREAM conference. Comments regarding the first question to be asked of the focus group with extensive discussion, including the need to be clear on what is expected and the outcomes of the focus group sessions.
 - Generate list of students during early spring term for random selection will contact via phone and email/other invites. Given a majority of the times are being held at peak student class participation, suggest randomly selecting a few more students.
 - Karina will check with Tim regarding note takers and may need additional student volunteers – prefer no staff or faculty so students will candidly share their perspectives.
 - Karina will send Kyriakos the current draft questions for distribution to the data team for review and final comment – the questions are set at this time and were validated based on ATD and DREAM conference session information.
 - Karina will send draft documents (protocols, handouts, flyers) and the IRB forms, including the consent form, to Robin for inclusion in the meeting notes and IRB exemption approval.
 - Compensation is a concern, very little offered at this time.
 - Follow-up surveys to be developed and distributed by the data team if deemed necessary.

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- Develop criteria for coding and data definition set for statistical analysis component of data review

4. **Additional items – “message”**

- Starting a tradition of looking at data to evaluate – reflect upon what happened what was implemented. Gather data – need to know what has happened, slowly integrate into the culture. Eliminate the word “shared” - focus not on Achieving the Dream.

5. **Additional items – Math Initiative and Writing Initiative**

- Writing – faculty involvement and a group is forming to work on initiative
- Math – Discussions are uncomfortable at this time and there is a need for departments to look at, evaluate, and make decisions based on the data. Continual improvement of the initiatives with continued evaluation that includes data.
- Suggested a cross-department meeting with Math and Writing.

6. **Additional items – Datatool ATD Website**

- Data should be available at this time. Determined only data team members should have access to the datatool website until the data has been validated. The data is based off of a cohort group and does not provide the holistic view of the initiatives that are implemented. Internal data where and when available.

7. **Next Meeting Date:** April 3, 2013

Future Agenda Items: Review options for inclusive look at data/processes and pedagogy.

Action Items

Action	Due Date	Person Responsible	Completion Date
Send current list of questions to Kyriakos for distribution to the data team	3/20/2013	Karina	
Send current draft of handouts, scripts, flyers, consent forms to Robin for inclusion in the meeting notes	3/20/2013	Karina	
Joy and Kyriakos to meet during finals week to review Writing initiative with respect to ATD	3/22/2013	Kyriakos and Joy	
Develop data request protocols based on feedback	4/24/2013	Robin	
Focus Group Sessions: 9 am to 12 pm	4/23/2013	Karina and Jenny	
Focus Group Sessions: 10 am to 1 pm	4/24/2013	Karina and Jenny	
Focus Group Sessions: 9 am to 12 pm	4/26/2013	Karina and Jenny	
Focus Group Sessions: 11 am to 1 pm	4/29/2013	Karina and Jenny	
Focus Group Sessions: 9 am to 4:30 pm	4/30/2013	Karina and Jenny	
Focus Group Sessions: 10:30 am to 3:00 pm	5/2/2013	Karina and Jenny	
Focus Group Sessions: 9 am to 1:30 pm	5/3/2013	Karina and Jenny	

Attendees: Kyriakos Kypriotakis, Team Leader; Robin Bunnell, Kassahun Kebede, Shawn Liggett, Joy Parker, and Diana Schab

Guests: Rod Keller and Karina Smith

Absent: Avena Singh