



**Achieving the Dream  
Data Team  
Meeting Notes**



**January 28, 2013**

1. **CFAR/JBL Update:** Final program was received and processed; awaiting program from CFAR to extract files that need to be sent to JBL for upload into the ATD website. Hope to have data available during ATD Conference.
2. **Focus Group Update:** Karina provided an update on the focus groups – refer to attached handout for details. Discussion ensued on the purpose of the focus groups. Set protocols with data coach. Reviewed potential questions as well as discussion of what groups to include – housing and random mix – important for everyone to have a voice. Looking for barriers – what areas organically come to the top. Any questions, feel free to contact Karina or Jenny Silva.
3. **Core Team Update:** Math pathway – discussed how this could be fast tracked; math department to look at outlines; other schools and four year level requirements – look at alignment at state level; reorganize and eliminate overlap. Kyriakos will ask core team for problem statement on math. Joy mentioned once there is a question, the data team can design a protocol for the questions.
4. **Data Request Protocol:** What is the question?
  - A. Identify the constellation of concerns that raise the question(s)
  - B. Frame in terms of constraints/requirements
  - C. Send the question to the core team to confirm an ATD relevant request
    1. Data that will be analyzed
    2. Timeframe to provide data
  - D. Data team develops strategy
5. **Data Coach Update:** Joy inquired about the data coach meeting of 1/22/13; Kyriakos provided an update to the group. Focus on high enrollment, low success courses. Develop an assessment plan. Briefs were a good start, provided suggestions for future enhancements. Discussed the focus group, protocols, and potential questions.
6. **My Groups in myLakerLink:** Robin has created the groups within myLakerLink and everyone on the data team and core team have been added to the site via an invite. Let Robin know if anyone does not have access. The site includes all of the data briefs from in-service, links to ATD website and other tools to manage the teams.
7. **Next Meeting Date:** Wednesday works – 2:00 pm start time so the 3:00 pm common meeting time is still open for other meetings. Meet every other week. Will start meetings after the Achieving the Dream Conference – February 21, 2013 with the next meeting to take place after the division meetings and senate meetings.

**Future Agenda Items:** ATD Conference Update

**Action Items**

| Action  | Due Date   | Person Responsible | Completion Date |
|---|------------|--------------------|-----------------|
| Robin to continue work on CFAR/JBL programs/uploads | February 7 | Robin              |                 |

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

**Guests:** Karina Smith

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