



**Data Team  
Meeting Notes  
March 6, 2014**

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1. Data and Report Requests – institutional approach and access: The IT and IR departments have been working on an institutional approach for prioritizing requests that include data and reports. MyLakerLink will be used to rollout most of the reports and there will be a report that displays the “available” reports as well. Access is being finalized for reporting and meetings with the Instructional administrative staff have been held to review reports with enhancements to the reports being made based on feedback. This supports the project in the strategic plan to design and implement an institutional process.
2. Program Review Process – reports demonstrated for instructional administrative staff and will be enhanced based on feedback. A template will be developed that will include a narrative and data points required for instructional program review. Anticipated rollout will be during spring term.
3. Qualitative Assessment Questions – The Math Project has been collecting qualitative data and Kassahun provided feedback for enhancement. General observations include: how can we follow-up, use students to share their experiences in the classroom with other students; needs to be anonymous unless student wants to share their name. Kassahun will work on a basic “template” of qualitative questions that can easily be adapted for each project. Suggestions for administering the qualitative assessment:
  - a. Survey at beginning of term
    - i. After drop period and by end of Week 3
  - b. Survey at end of term
    - i. After week 8 and before week 10
  - c. Do not administer with the final
  - d. 3 – 5 questions maximum
  - e. Share results after final grades have been submitted

**Math Lab Response Observations**

- a. Establish environment to embrace the opportunity of an open lab with collegiality between students
  - b. Hire successful students for tutoring
  - c. Open lab time for students
4. Additional Items – Action Item Update: See the action items below. Still working on the evaluation plan for math. Evaluation plans for next year new due date of April 23<sup>rd</sup>. First year experience evaluation plan on hold – look for engagement in the next month as Ross mentioned this could happen after the ATD conference.

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5. Additional Item – ATD Conference: Kassahun shared his experience with the group and mentioned that there was a basic fact sheet that he will send to the group for consideration in an upcoming data brief. Conferences such as ATD are a great opportunity to network with national contacts for new information.

6. Next Meeting Date: **March 20, 2014**

### Spring Term TBD - Normal meetings 1<sup>st</sup> and 3<sup>rd</sup> Thursday

#### Action Items

Action	Due Date	Person Responsible	Completion Date
Evaluation Plans Writing Math	10/25/2013 11/7/2013 2/1/2014	Project Leads	2/1/2014 Math Pending
First Year Experience Evaluation Plan – Initial Finalized	4/1/2014 4/23/2014	Project Lead	
Update evaluation plans for next year	3/1/2014 4/23/2014	Project Leads	
Program Review TracDat Process	1/30/2014	Robin	
Qualitative Data Questions	3/20/2014	Kassahun	

**Team Members:** Kyriakos Kyriotakis, Team Leader; Robin Bunnell, Kassahun Kebede, Diana Schab, and Ross Tomlin (*Absent*)

**Members for Specific Topics:** Nathan Helland, Shawn Liggett, Avena Singh