



**Data Team
Meeting Notes
November 21, 2013**

1. Evaluation plans for Math and Writing: Meetings that were held prior to the start of the projects as well as subsequent discussions with faculty during the fall term provided the information needed to develop the draft evaluation plans including a review of the baseline data with writing faculty lead Mark Wilson. Math baseline data was reviewed by math faculty lead Billie Shannon. Draft plans will be written and ready for review no later than finals week.
2. Data Requests
 - a. Leakage Points – identify best process to create data view; SAS is only available as part of ATD unless the college wants to purchase. Limited fields for data review are available with most questions being asked outside of the data collected for ATD (housing students, athletes, etc.).
 - b. Common Data Points – same query being developed for baseline data for the writing and math projects. Tracking subsequent course success in the college level first year courses in writing - WR 121, 122, 123, 115 and in Math tracking Math 94, 95, 105, 111.
3. ATD Data Uploads to JBL: CFAR is working on the final extract and then will work on the download extract from SAS to submit for submission to JBL (data tool works using this data submission). This is scheduled to complete by the first week or so of December.
4. Work Group membership: Ross confirmed the work group membership as well as the representation of data team members on the work groups. Nathan Helland will lead the first year experience and Kyriakos will also serve on the workgroup. Math workgroup includes Kyriakos as the data team representative. The writing workgroup includes Joy Parker as the data team representative.
5. Additional Items – Action Item Update: Revised dates for evaluation plans and data briefs
6. Additional Items – Discussion of Focus Groups/Case Studies: Focus groups or case studies would be good to do in the future and once the baseline data has been gathered and the workgroups meet to determine next steps for the projects, further options for focus groups and case studies will need to be discussed. Student surveys during the term is another method to evaluate the projects as a checking point throughout the term.

7. Next Meeting Date: December 5th

Action Items

Action	Due Date	Person Responsible	Completion Date
Evaluation Plans – initial discussions and meeting	10/25/2013 11/7/2013	Project Leads	11/7/2013

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Data Briefs – annual persistence, retention, graduation Revised Date	11/10/2013 12/01/2013	Robin / Kyriakos	
Enhance evaluation plans Revised Date Finalize Plans - workgroups	11/10/2013 12/12/2013 2/1/2014	Robin/Kyriakos Workgroup Leads	
Fall Data Brief – writing project	12/1/2013	Robin / Kyriakos / Joy	

Attending: Kyriakos Kypriotakis, Team Leader; Robin Bunnell, Nathan Helland, Kassahun Kebede, Joy Parker, Diana Schab, and Ross Tomlin

Absent: Shawn Liggett and Avena Singh – not required to attend this meeting