1. Evaluation plans template and drafts for Math and Writing: The data team reviewed the evaluation plan template with suggestions made to incorporate Outcomes in the table and to add a section for project and data constraints as well as one for updated plan. Discussed the phrasing of "goal" as the overarching project description.

2. Data Brief Updates: Annual updates for retention and persistence were completed with the final version available next week. Kyriakos and Robin will attend the next Student Enrollment Management and Retention meeting (February 4th at 8:00 am) to review the brief with the group, illicit feedback for enhancing the brief and to generate discussion as to what other data may be needed to support the group in the efforts to improve retention rates.

3. Additional Items – **Action Item Update:** Evaluation plans - reviewed the writing plan and will enhance the plan based on feedback from item 1. Robin will send a reminder email to Billie to request a brief meeting to review the evaluation plan template and draft plan based on what has been evaluated thus far. Kyriakos will meet with Nathan and other team members, including Tim, to review the project and begin the first phases to develop the plan, then meet with IR to determine data availability, and then develop a draft plan with Nathan to be submitted to the data team for review.

   Role of Data Team: Discussion related to the role of the data team as broader in scope than ATD data to fulfill the role of an institutional data team supporting activities related to data and reports requests, program review data needs, and evaluation plans for projects. Discussed participation in ATD and the sustainability of SAS as an analysis tool as well as the availability of free tools. SAS is connected to database although the feasibility of accessing data is limited by length of time to connect. Need for staff resources to support additional tools for analysis was mentioned by Robin.

   Program Review: Staff have reviewed software options to support accreditation, program review, and planning (including budgeting). The budget constraints have put the purchase of new software on hold at this time. Robin and Diana have been working on streamlining TracDat processes and have identified a less cumbersome process that will be shared with administration prior to rollout for this winter. Data needs were discussed and Ross will send Robin the list of data elements that will be discussed at a meeting of faculty and staff related to the Program Review process.

   OCR Review: Robin provided demographic data for the OCR review and requests may have been duplicated. Diana and Robin will touch base on the latest data requests.

   Transfer Data: Robin mentioned that the transfer data is not housed within Jenzabar although a process to identify the best method to store the data within Jenzabar has been

discussed with IT and is on the priority list. The goal is to have information accessible by summer or fall.

Website: Patty asked Robin to develop the website for ATD/Commit to Complete to post information for all staff and the community to access. A draft webpage has been developed and Robin will present the draft page at the next meeting for approval (goal is to send the link for review prior to the meeting). Kyriakos asked about the group location within myLakerLink and Robin mentioned that the information shared is private to the group members and a good place to share private information for group members and will transition to new website for all other data. Current title – subject to change: Southwestern Students and Staff Commit to Complete. Information related to Achievement Compact, ATD, Commit to Complete efforts, retention efforts will be posted.

4. Next Meeting Date: **January 30th – no meeting on February 6th due to a conference**

February 20th - Normal meetings 1st and 3rd Thursday

Action Items

Action	Due Date	Person Responsible	Completion Date
Evaluation Plans	10/25/2013 11/7/2013 2/1/2014	Project Leads	
Data Briefs – annual persistence, retention, graduation	11/10/2013 12/20/2013	Robin / Kyriakos	1/3/2014
Update evaluation plans for next year	3/1/2014	Project Leads	
Fall Data Brief – writing project	12/1/2013	Robin / Kyriakos / Joy	12/2013

Team Members: Kyriakos Kypriotakis, Team Leader; Robin Bunnell, Nathan Helland, Kassahun Kebede, Joy Parker, Diana Schab, and Ross Tomlin
Members for Specific Topics: Shawn Liggett, Avena Singh