



**Data Team
Meeting Notes
February 20, 2014**

1. Evaluation plans template and drafts for Math and Writing – Reviewed the template and discussed the importance of having an evaluation plan from the beginning of the project. If a project changes over time, a new evaluation plan may need developed that covers the scope of the changed project. Presenting template at CORE Team meeting. The Writing evaluation plan has been completed and was discussed at the meeting. The Math evaluation plan is still under review and Robin and Diana will work with math leads to finalize the evaluation plan. The goal needs to be revised and in a similar format to the template and the Writing plan. The team discussed the length of projects –how long to track and when does a project become normal practice. The Writing project will complete a new evaluation plan to track the cohorts in Joy Parker's and Rod Keller's courses from fall 2013 and fall 2014. Rod and Joy will lead discussions related to accelerating students through developmental writing based on the project.
2. Annual Data Brief Update – The graduation and persistence briefs were completed and now include the Oregon rates derived from data submitted to IPEDS.
3. Spring Data Brief – Math project – the team discussed the spring brief and the math project will be highlighted.
4. Website Update – the draft website was reviewed and feedback received. The website will be updated prior to the demonstration at the CORE team meeting. The website is based on the Commit to Complete concept and includes ATD, Achievement Compact, and Commit 2 Complete activities.
5. Data and Report Requests – institutional approach and access
6. Program Review Process – Instruction has requested 28 data points for inclusion in program review. There are 17 data points that are available via reports that are either developed or in development that staff and faculty will have access to in mid-March (awaiting final testing and instructional manager feedback). An additional 7 data points will be the responsibility of the faculty and deans responsible for their areas of program review as the data includes faculty FTE, faculty costs, and specific course selections that are not directly available from Jenzabar. There are 2 data points that are outside of the college data network and Ross will work with the Deans to develop a process to gather the data for employment rate and average wage of graduates if these remain part of the review process.
7. Additional Items – Action Item Update – team reviewed the action items and some items are still pending

8. Qualitative Data – the team discussed the need for qualitative data to assess projects. Kassahun will draft 3 to 4 questions regarding the project.
9. Data Request Updates: The ATD upload for the last year was completed along with resubmitting baseline data from 2009 through 2011. The data still needs to be reviewed and slight changes made to accurately capture the student completion and cohort data. There were 5 campus data requests completed over the last month including program review data, VISTA volunteer data request for students in specific majors, data for the Civil Rights review, and persistence data requested by Office of Instruction. The college has participated in 2 national surveys and provided data on 3 different occasions for the postsecondary transcript project that tracks students from high school through college and also provided data for the CCSSE transcript project that will analyze the data from SENSE and CCSSE participants from 2006 through 2011. Each of these projects will have reports available free of charge. The Employer Survey was updated and has been sent out for summer and fall term feedback. IPEDS was completed for winter term.
10. Next Meeting Date: **March 6th at 1:00 pm - Normal meetings 1st and 3rd Thursday**
11. There was no meeting the beginning of February due to members attending the ATD conference.

Action Items

Action	Due Date	Person Responsible	Completion Date
Evaluation Plans	10/25/2013	Project Leads	2/1/2014
Writing	11/7/2013		Math
Math	2/1/2014		Pending
Update evaluation plans for next year	3/1/2014	Project Leads	
Website Draft	1/30/2014	Robin	1/30/2014
Program Review TracDat Process	1/30/2014	Robin	
Retention at other Oregon Community Colleges	1/30/2014	Robin	2/17/2014
Update Evaluation Plan Template	1/16/2014	Robin	1/30/2014
Qualitative Data Questions	3/20/2014	Kassahun	

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

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