



Data Team
Meeting Notes: December 5, 2013

1. Evaluation plans for Math and Writing – finalize
 - a. The draft evaluation plans for review by the work groups should be completed by the end of next week. The work groups will review and finalize in January 2014.
2. Data Requests
 - a. Writing and Math baseline information and subsequent course success for the evaluation plans are nearly complete.
3. In-Service Presentations
4. Data Brief Updates – Persistence tables updated and sent to Kyriakos. Year to year and graduation to be sent for review to Kyriakos by early next week. Meet next Thursday to finalize the briefs for in-service
5. Action Item Update: Draft Writing Brief being reviewed by Joy and will be updated by Robin and then sent to Kyriakos for review. Distribute to staff next week.
6. Next Meeting Date: **January 9th at 11:00 am to review the Data Tool**

a. Regular Meetings: 1st and 3rd Thursday at 11:00 am

Action Items

Action	Due Date	Person Responsible	Completion Date
Evaluation Plans	10/25/2013	Project Leads	
Draft	11/7/2013		
Finalize	1/16/2014		
	2/1/2014		
Data Briefs – annual persistence, retention, graduation	11/10/2013	Robin / Kyriakos	
Revised Date	12/10/2013		
Fall Data Brief – writing project	12/1/2013	Robin / Kyriakos / Joy	

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