



1. Data and Report Requests – comprehensive institutional process by incorporating reports and survey requests.
2. Program Review Process – reports are nearly final and will be updated based on feedback from administrative leaders. Rollout in mid-spring
3. Qualitative Questions draft template questions – reviewed by team with suggestions for enhancements that include developing a template based on the math questions. Take questions to the southern region ATD meeting. Reduce the number of questions. Need to target student needs to get to the “student story” then compile and share stories with other students and the campus in order to stimulate and motivate other students – engage and energize at the beginning by interjecting stories students can relate to. Timing of surveys: Pre during 3rd week of term, post during 9th week of term, follow-up with students who withdraw. Exit surveys could be done keeping in mind that the same questions need to be asked as on a pre-survey – develop a set of questions that are included on both surveys as part of the template. Use Jenzabar or survey.net depending on features.
4. Data Request Form – updated to include report and survey requests
5. First Year Experience Evaluation Plan – to be developed after attending the ATD southern region ATD cohort meeting. Development of the initiatives are fluffly at this time.
6. Additional Items – Umpqua and southern region ATD cohort meeting is March 31st and April 1st. Winter brief is to highlight the math project and spring brief completion similar to the newsletter Kassahun brought back from the ATD conference.
7. Next Meeting Date: Spring meetings 1st and 3rd Thursday at 1:00 pm – next meeting 4/17
8. There will no meeting on April 3rd due to attending the ATD southern region cohort meeting.

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
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	
Survey Tool for qualitative	4/17/2014	Robin	

Team Members in Attendance: Kyriakos Kypriotakis, Team Leader; Robin Bunnell, Kassahun Kebede, Diana Schab, and Ross Tomlin

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