



**Achieving the Dream
Data Team Meeting Notes
October 17, 2013**



1. **Implementation Plan – evaluation plans:** The team reviewed the evaluation plans listed within the implementation plan. Data team members will meet with department and/or project staff to develop the draft plans that will then be submitted to the Data Team for review. Draft evaluation plans are to be submitted via email to Kyriakos and the **team by October 25th** for review and discussion during the visit by the coaches on October 30th.

The team discussed the implementation plan related to the First Year Experience intervention and the need to identify the project lead with the change in staffing within the ASG/Student Life area. Ross will work with Tim to identify the lead and/or multiple leads for the project as there were several parts to the intervention that will require separate evaluation plans.

2. **Data Requests**

- a. Leakage Points – identify best process to create data view

3. **Use of SAS:** Kyriakos is available to provide assistance as needed as well as analyzing data using R.
4. **ATD Website Tool:** the data from 2009 through 2012 is available although the focus is more on the cohort student information. Most requests are more detailed than the data provided in the website tool although the tool is very useful for ATD focused requests. Robin will request access for Ross.
5. **Additional Items – Action Item Update:** The annual data briefs for persistence, retention, and graduation have been extended through 11/10/2013 due to the IR schedule and data requests.

Reminder: Coaches visit on October 30th, request for the Data Team to meet with the data coach at 2:00 pm if possible.

Focus Groups: The team discussed the use of focus groups and brainstormed different ideas related to participation issues. Focus groups are one way to answer qualitative questions that address the “why” behind the quantitative data. “Why” students do not finish a course, or “why” students believe a particular intervention (New Student Orientation for example) are valuable must be discovered.

Fall Data Brief: The fall brief will highlight the Writing project and is due out in early December.

Educating Faculty and Staff on the Use of Data: The team discussed the need to make available relevant data as well as educating faculty and staff on how to interpret the data. Kyriakos will be presenting a brief “educational use of data” during the winter in-service.

Implementation Plan: The team discussed the overall implementation plan and identified the need to update the plan for accurate reflection of current projects including consistency of the information within each intervention. Refinement of the evaluation plans was identified as noted in item 1.

6. Next Meeting Date: **November 7th at 11:00 am**

Action Items

| Action | Due Date | Person Responsible | Completion Date |
|---|------------|------------------------|-----------------|
| Data Briefs – annual completions | 9/23/2013 | Robin/ Kyriakos | 9/23/2013 |
| Data Briefs – annual writing and math completion | 9/23/2013 | Robin / Kyriakos | 9/23/2013 |
| Evaluation Plan Drafts – Math, Writing | 10/25/2013 | Project Leads | |
| Data Briefs – annual persistence, retention, graduation | 11/10/2013 | Robin / Kyriakos | |
| Enhance evaluation plans | 11/10/2013 | Robin/Kyriakos | |
| Fall Data Brief – writing project | 12/1/2013 | Robin / Kyriakos / Joy | |

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

Absent Members: Shawn Liggett and replacement for Avena Singh pending