1. Data and Report Requests – There are 6 current requests with all but 1 request completed or in the validation stage and one request that will be re-submitted based on recent meetings related to reading student success. A few requests include longitudinal data and require SAS versus IR queries and issues related to IR staff resources to perform the statistical analysis.

   a. Discussion held regarding the HD 100 request and Ross will continue discussions with the lead for the project, Jeremy Jones. Key issues related to combining HD 100 with a current pilot project – WR 90, impact on current group of housing students, and research indicating there is a positive impact when HD100 is coupled with developmental courses. Perhaps continue HD 100 with housing that are not athletes or culinary students given the overall impact does not appear to have increased student retention for housing students given the retention has been about the same. The higher risk students (those not in cohorts or receiving additional support such as athletes) may have a different rate and need to take a look. High risk groups include developmental students, undecided students and potentially other first-time students not in housing.

   b. Student clearance to register request will be completed next week with the exception of longitudinal data. Ross will continue discussions with Nathan related to first year experience evaluation and other activities related to first year including a discussion with the Dean's group around the advising clearance request. What type of data needs to be considered to determine if there is a positive/negative impact based on who cleared the student to register?

   c. The math request is needed next week for a state meeting and it was suggested to finalize the Winter Brief using the same format at the Fall Brief and that the data included in the brief used for the presentation. It is important that the public dissemination of information is validated by the Data Team.

   d. Validation of Data – with the rollout of the reports to all staff, the goals are for staff to be able to look at data and use the data to make decisions. Given the multitude of caveats that surround "valid and reliable" data, all data that will be used to make decisions or presented to the public will be routed through the Data Team to be validated. Robin will start attending meetings such as Instructional Council to provide educational "facts" related to data. These will be short 5 – 10 minutes in length designed to educate faculty and staff and reduce the ambiguity that is related to data. The goal is to have expert users of data who will be able to, in some cases, bypass validation by the Data Team.

2. Program Review Process – The new reports will be presented to the group of staff who are involved with Program Review for this year on April 25th. Information related to planning for the next 3 years will be input into TracDat with all data moved to the new software that was purchased and is scheduled for implementation this summer, WEAVE Performance Cloud.

Robin and Diana will meet after this meeting to confirm how the information will look in TracDat for the instructional units.

3. Qualitative Questions draft template questions – given that this is already the third week of the term the pre and post surveys will be implemented summer term. Kassahun will continue to work on the template questions and also the data team will provide feedback to the updated math survey. Due dates updated in action items.

4. First Year Experience Evaluation Plan – Ross will schedule a meeting with Nathan and other staff involved in the project to firm up the projects associated with ATD and begin work on the evaluation plan.

5. Additional Items – Math Conference and Data Presentation

   a. Math Conference – The idea of assessing student's self-efficacy in mathematics was discussed. Student's beliefs, attitudes and behavior are important for understanding and improving developmental education. Unfortunately, many students that reach SOCC have not yet mastered math content from elementary or middle school, have very low self-efficacy. Self-efficacy impacts students' motivation to learn and their persistence in learning difficult new concepts.
   b. Data Presentation and Communication – two key issues were discussed related to sharing of student stories (from surveys administered or other means). One is a shining star stories and not necessarily representative of the student population. The objective is to motivate and energize to promote student success. These could be shared at different times during the year, during meetings, and even graduation. The CORE group should be updated so that this concept may be carried forward by the CORE group with a staff member taking the lead. The second is related to data presentation during in-service and other meetings so that the data is presented in an effective and engaging manner. This will also be brought forward to CORE and Diana and Kassahun volunteered to be involved to look at options. The briefs serve two purposes and are different from the data presentations that may occur: 1) annual briefs are primarily data recaps to track progress and 2) the quarterly briefs are designed to tell the story of projects utilizing supporting data. These include the project lead insights and should include how the teaching model has changed with time. It is critical to demonstrate growth of the project, what has been learned, and how staff have responded.

6. Next Meeting Date: Meetings 1st and 3rd Thursday – next meeting May 1, 2014

Action Items

Action	Due Date	Person Responsible	Completion Date
Evaluation Plans Writing Math First Year Experience	10/25/2013 11/7/2013 2/1/2014 5/22/2014	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	4/17/2014
Qualitative Data Questions - math	3/20/2014	Kassahun	Pending
- Template questions due	5/22/2014	Kassahun	
Survey Tool for qualitative	4/17/2014	Robin	4/16/2014

Team Members in Attendance: Kyriakos Kypriotakis, Team Leader; Robin Bunnell, Kassahun Kebede, Diana Schab, and Ross Tomlin
Members for Specific Topics – not attendees: Nathan Helland, Shawn Liggett, Avena Singh