1. Protocol for data requests, including the online request form and prioritization process was discussed – refer to action item update

2. Focus Group Update – looking at alternative ways to entice students to attend

3. Finalization of Implementation Plan – working with Rod to finalize

4. Data Requests
    a. Completed
        i. Writing request – Fall and Winter 2013 course completion comparison of Writing 0525 and Writing 90 – prior year subsequent course achievement 2009-10 through 2011-12
        ii. Math request – Winter course completion for CASE Grant/ATD math learning center data
        iii. Undeclared student persistence – TIII and Achievement Compact
    b. Leakage Points – working to develop program within SAS over the next month or in early Summer

5. Additional Items – Action Item Update – data team providing feedback in the data request form as well as feedback from Manager's group. Develop process to prioritize.

6. Next Meeting Date: **May 23rd at 1:00 pm**

Action Items

Action	Due Date	Person Responsible	Completion Date
Develop data request protocols based on feedback Review feedback Finalize	4/24/2013 5/7/2013 5/23/2013	Robin	Pending data team Review
Focus Group Sessions: 12:00 pm	5/TBD/2013	Karina	
Focus Group Sessions: 1:30 pm	5/TBD/2013	Karina	
Focus Group Data Review:	5/TBD/2013	Karina and Robin	

Attendees: Kyriakos Kypriotakis, Team Leader; Robin Bunnell, Kassahun Kebede
Absent: Diana Schab, Shawn Liggett, Joy Parker, and Avena Singh