

## **Minutes for the ATD Coaches' Visit**

October 8-9, 2013

After a session with Dr. Parker from 8:30-9:00, Dr. Jan Lyddon, our data coach, and Dr. Calvin Woodland, our leadership coach, met with the Achieving the Dream Core Team on Tuesday and Wednesday, October 8, in Room 124 of the Logistics Center. Those in attendance were Emmett Griswold, Joy Knighton, Debra Jones, Don Laye, Regina Watts, Mendi Warren, Beth Brown, Michelle Lily Williams, Troycia Webb, Angela Davis, Aamir Greene, Calvin Lee, Wendy Howell, Lisa De Jesus, Virginia Parker, Shirley Armstrong, Kim Lee, Bruce Hopkins, and Kristel Baranko.

In Lyddon's opening statement, she expressed her delight to be back and praised the work the college has been doing. Woodland referenced the letter from AtD's Carol Lincoln, who encouraged broad engagement. Dr. Parker is ready to act on issues that we can move on. Lyddon described year two as a "burrowing down" time with plans for a final approach and changes in the Implementation Plan when the scope narrows based on data. She targeted COMP 1000 as one big issue.

Armstrong commended Virginia Parker, the chair for the board of directors, and Aamir Greene, the student representative, for their deep involvement in the AtD initiative.

Another look at the Lincoln letter highlighted the call for systemic institutional improvement. De Jesus provided an update on the Start Right initiative, for which she says we are on track. Areas of improvement include a greeter, web portals, and education of students about admissions, advisement, and registration. The need for student financial literacy was discussed. Lyddon suggested we look at other colleges and their progress in all of these areas. Greene observed that student communication is still a big issue with a lack of knowledge due to not checking student email. Howell mentioned the exploration of an ATC app. Lyddon said that any changes that work should become standard operating procedure.

The discussion on Gateway Course Success focused on COMP 1000, which has an overall pass rate of about 50 percent. A uniform syllabus and course content, the adoption of My IT Lab, and the inclusion of instructions for navigation have been implemented.

After the lunch break, the attention shifted to the CCSSE. Lyddon advised that our college look for the "stand out" items and decide which ones are meaningful or not. For instance, she said begin with Key Findings such as a gap between part-time and full-time student performance and the type of course delivery responsible for discrepancies.

On Benchmarks of Effective Educational Practices, the college's lowest percentage is in academic challenge with a 53 percent and high performing college's at 57 percent. We should decide if the Special Focus items have non-representative responses in regard to on-time

registration. These items are on the survey because they have been known to make a difference; they may impact completion rates.

From 2:15-3:30, subcommittee meetings were held.

The next day, Wednesday, October 9, the group reconvened with the coaches at 10:30 to evaluate progress toward the Implementation Plan. Michelle Lily Williams led the session. Also attending on this day were Armstrong, Green, De Jesus, Howell, Warren, Parker, K. Lee, Davis, Webb, Knighton, Laye, Jones, Griswold.

De Jesus noted collaboration across the campus in the Right Start initiative. Work groups include the admissions/testing team, the welcome center staff, financial aid streamlining, advisement, utilization of the Career Center in regard to portfolio development, and the Titan Career Network (monthly television program). The group discussed ways to measure success in the Right Start initiative. The Data Team needs a method to collect and analyze evidence. Both quantitative and qualitative data are needed.

Jones provided a short recap on Priority Two, Gateway Course Success, touching on the decision to embed Learning Support into credit-bearing courses. The preliminary figures look promising. Warren continues to work on extracting and interpreting the data. Woodland encouraged us to use the AtD coaches and to ask questions during their visits.

In the afternoon session from 1:00-2:30, the subject was a Data Team-Core Team Wrap-up. Williams called for questions and comments. Woodland said the job of a coach is to keep the college on track, keep it working towards outcomes and working through the process to improve student success. Lyddon noted that the two initiatives have been further broken down into plans of attack. She urged everyone to go back to the Lincoln letter as a guide for the future to sharpen the relationship between the Data Team and Core Team. The Core Team serves to guide the initiatives on student success and coordinate the interventions. The IR people and Data Team are supposed to be able to find stats to examine. Lyddon said to use research reports for comparison that are available and free, such as those from MDRC. The composition of the Data Team was discussed. Someone with deep knowledge of the intervention efforts and also math faculty with skills sets applicable to data gathering and analysis are good candidates for inclusion on this team.

The final instructions from the coaches were for us to think about key markers for the year. Data has to be submitted, so we should examine about our own analytic process. The upcoming Dream Conference will be a source of useful ideas. In April, we should take a look at CUBES and evaluate how well we are doing in regard to these five principles. A reflection memo is due in May. A date has to be set for the next coaches' visit.

Respectfully submitted,

Debra Jones