

## **Minutes for the ATD Meeting**

February 23, 2015

The Achieving the Dream Core Team met Monday, February 23, 2015, at 10:00 a.m. in Room 124 of the Logistics Center. Those present were Michelle Lilly-Williams, Debra Jones, Dr. Shirley Armstrong, Daa'Iyah Salaam, Drenda Davis-Jackson, Calvin Lee, Wendy Howell, Lori Cleymans, Mattie Buchannon, Regina Watts, Troycia Webb, Angela Davis, Kristel Baranko, and Dr. Mary Richardson.

### **I. Review/Approval of Minutes**

Michelle Lilly-Williams brought the meeting to order and welcomed everyone. She told the group that she was trying to move towards electronic submission of the minutes and asked had everyone had a chance to review the minutes from the last meeting. Then Calvin Lee made the motion to accept the minutes as presented with a second by Mattie Buchannon. The motion passed.

### **II. Priority Three Subcommittee Selection**

The group discussed the addition of a Priority Three Subcommittee. Dr. Armstrong has already scheduled meetings on retention in regard to enrollment and graduation. That group could possibly be a starting point for the Priority Three Subcommittee. Further discussion of members will be held at the next meeting.

### **III. Implementation of Online Feedback System (Focus on Customer Service)**

Lori Cleymans presented the Interactive Customer Evaluation (I.C.E.) program used by Marine Corps community Services as a model for an Albany Tech complaint/comment system. After some preliminary research, this suggestion will also be revisited at the next meeting.

Ms. Lilly-Williams distributed flyers on the Engineering Arcade and Program Showcase set for February 26 and invited Core Team members to come.

### **IV. Meeting Day Change Vote**

The meeting day change was brought up again. Mr. Lee then made the motion to move the AtD Core Team meetings to every other Wednesday at 2:00 p.m. Ms. Baranko seconded the motion, and the motion passed.

### **V. AtD Coaches' Visit**

Ms. Lilly-Williams reminded everyone of the upcoming coaches' visit set for March 25-26. It was noted that Spring Fling will be March 26 and may cause a conflict. The coaches will be contacted about a possible date change for their visit.

**VI. Subcommittee Updates**

Ms. Baranko outlined the activities of the Faculty Engagement Committee, of which members are working on the next Staff Development Days. She noted that only 46 of the faculty responded to the survey on topic suggestions. The Faculty Council representatives have a signing scheduled with Dr. Parker formally acknowledging the council creation and its bylaws.

There was no Student Engagement Committee report. Ms. Davis-Jackson said Priority One is waiting for the next data gathering, and Dr. Jones said Priority Two looks forward to outcomes at the end of the semester for the new Student Success course and other courses to determine the impact of initiatives. Ms. Watts said the Community Engagement group was working on gathering data to inform the logic model and said there would be another Strive to Thrive meeting. She wants to track this population.

The newsletter was also addressed with the team deciding issues should be published once a semester. Wendy Howell will need items for the next newsletter by May 15.

**VII. Future Meeting Discussions**

Future meetings will focus on review of the data and the sharing of best practices gleaned from the Achieving the Dream Conference.

**VIII. Next Meeting**

The next Core Team meeting will be held Wednesday, March 11, at 2:00 p.m.

Debra Jones,  
Recorder