

Minutes for the ATD Meeting

February 25, 2013

The Achieving the Dream Core Team met on Monday, February 25, 2013, in Room 125 of the Logistics Center, beginning at 10:00 a.m. Core Team members present were Lisa De Jesus, Elizabeth Brown, Joy Knighton, Tomekia Cooper, Regina Watts, Wendy Howell, Emmett Griswold, Don Laye, Angela Davis, Vicki Tucker, Debra Jones, Kristel Baranko, Virginia Parker, and student representative/SGA president, Aamir Greene. In the absence of Ms. Armstrong, Ms. Tucker welcomed everyone to the meeting and led the discussion.

The agenda for the meeting was as follows: I. Welcome, II. Three Questions for the Community, III. Program for Community Engagement/Advisory Groups, IV. Update from the Data Team on Focus Groups, V. Other Items.

Those attending discussed the three questions to be asked of the community members present for the AtD Community Engagement/Advisory Committee Meeting on March 6. Ms. Watts proposed three questions:

1. How are you connected to Albany Tech?
2. How does your business benefit Albany Tech?
3. How can Albany Tech serve your business better?

At the event, community leaders will also be asked to complete an interest card, to commit in a specific way to the AtD initiative. Public relations will design the interest cards and has an AtD introductory letter ready to be distributed electronically prior to the March 6 meeting. This document will be forwarded to the deans.

The group then discussed the program line-up for the event. Ms. Armstrong will provide the welcome, and grace will be next. During the meal, a video with no audio will be shown to highlight previous AtD activities on campus. Then Dr. Parker will offer comments, followed by a two minute video. The AtD coaches who will be in attendance will then be invited to offer their remarks with a five minute time limit. Ms. Watts will close by encouraging community buy-in and announcing plans for a follow-up meeting. Ms. Parker stressed the need for consistency in information and approach to the event. It was decided that open seating would be necessary to accommodate the number expected. The faculty will allow the guests to be seated first, and if there is an overflow crowd, Albany Tech employees will go to the

Logistics Center auditorium to view the proceedings from that location. Scott Body came in to explain the technical aspects of broadcasting to the second area.

It was decided that the usual advisory committee program of work would be addressed at a later meeting or electronically.

Angela Davis then shared the results of the first focus group held with six participants from an ENGL 1010 class. She served as the note taker with Vicki Tucker as the facilitator. An audio recording was made with participants using numbers for identification. Davis distributed copies of the information charted on the focus group template.

Don Laye then summarized the outcomes from a meeting of the advisement focus group committee. He will facilitate the two focus groups with Jones as the note taker. One group will be chosen from first semester students, and the other group will be comprised of last semester students. Laye reviewed the questions to be asked and the method of participant selections from the new admit list and graduation list to be provided by Suzann Culpepper.

Incentives for focus group participants were once again discussed. Ms. De Jesus said serving snacks and/or pizza during the focus group time might be a more viable option than Titan Café vouchers to participants. She will research options and possible donors for food items.

The meeting was then adjourned.

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