

## Minutes for the ATD Meeting

March 24, 2014

The Achieving the Dream Core Team met Monday, March 24, 2014, at 10:00 a.m. in Room 124 of the Logistics Center. Those present were Kristel Baranko, Gary Price, Debra Jones, Regina Watts, Lisa DeJesus, Don Laye, Beth Brown, Joy Knighton, Shirley Armstrong, Michelle Lilly-Williams, Troycia Webb, Emmett Griswold, and Mary Richardson.

The agenda for the meeting was as follows: I. Recap of Site Visit by AtD Coaches, II. Subcommittee's Evaluation Report, III. 2014 Principles Assessment Survey, IV. Annual Reflection Narrative, V. PBI External Evaluator's Visit, VI. For the Good of the Order, VII. Next Scheduled Meeting.

Michelle Lilly-Williams welcomed everyone to the meeting and provided the recap of the site visit, with the coaches reminding us that we should not deviate from the original plan and not add anything that we will have to give an account for. Data and Core teams must communicate. Data must identify trends. Recommended reading is a book entitled *What Excellent Community Colleges Do*. Lilly-Williams stressed the need for updating faculty and staff about Achieving the Dream, looking at the Implementation Plan to determine if we are on track, and reviewing policy and procedures.

The next focus was the Evaluation Plan, which is part of the overall Implementation Plan. The report should include who will measure, what we are measuring, and how we are measuring results. The Logics Model was suggested for application to the Gateway Courses.

The discussion then moved to the 2014 Principles Assessment Survey and who should take it and how it will be administered. Deans will send the link to their faculty members. Richardson will circulate to club sponsors. Various classes, especially Gateway courses, will be targeted for the survey. Other survey participants will be Core Team, Advisory Committee, and Board members. The survey deadline is April 10.

The information from the survey will be incorporated into the Annual Reflection Narrative with the first draft due on April 25 and the final draft to the coaches on May 8. Core Team members who will take responsibility for sections of the narrative are as follows: Watts, Community Engagement; Faculty Engagement, Jones and Laye; Priority One, DeJesus; and Priority Two, Jones.

Lily-Williams announced the upcoming PBI evaluator's campus visit on April 9, 10, and 11. She said Core Team members may be interviewed.

The next scheduled meeting will be on Monday, April 7, 2014.

Respectfully submitted,

Debra Jones