

Minutes for the ATD Meeting

June 3, 2013

The Achieving the Dream Core Team met Monday, June 3, 2013, in Room 124 of the Logistics Center. Those present were Vicki Tucker, Debra Jones, Angela Davis, Lisa De Jesus, Mendi Warren, Don Laye, Calvin Lee, Shirley Armstrong, Emmett Griswold, Troy Webb, Beth Brown, and Dr. Kim Lee.

The agenda for the meeting was as follows: (I) Welcome, (II) Implementation Plan Discussions, (III) Subcommittee Reports, (IV) Summary.

Ms. Armstrong welcomed everyone and brought the meeting to order. Debra Jones read the minutes of the last meeting, which were accepted as presented.

The group reviewed the Implementation Plan, which Ms. Armstrong noted was submitted by the May 31 deadline. The year one goals were acknowledged. A staggered B Term for late registrants, targeted to begin Fall Semester 2015, was discussed at length. Mr. Griswold advised a look at other college initiatives such as the QEP, CCG, and strategic plans to maintain consistency with the Achieving the Dream goals.

Ms. Armstrong directed everyone's attention to the Top 20 Tips and asked that they be revamped and distributed. Ms. Webb said they would be made available in Angel. She announced the campus upgrade to Microsoft 2013. Ms. De Jesus suggested a Student Email Awareness Week beginning fall semester to stress that the ATC student email account is the official means of communication.

An assessment before taking an online course is to be developed. The Early Alert System will help with retention. In the data update, it was revealed that errors in the data exist. Ms. Warren and Ms. Armstrong are on a state level data team working to resolve issues. Ms. Davis offered Athens Tech as a good contact because that college is a year ahead of ATC in its AtD data collection.

Calvin Lee presented the findings from the Student Services subcommittees on admissions and testing. He explained the Enrollment Processes Flow Chart and pointed out that the \$22.50 application fee could stop the process. Also there is no online acknowledgment of receipt. To direct new student traffic, a greeter is needed at the entrance to the Kirkland Building. A work study could be trained for this position. There was a long discussion on how to streamline the admissions and registration process.

Ms. Armstrong then adjourned the meeting.

Respectfully submitted,

Debra Jones