

## **Minutes for the ATD Meeting**

July 15, 2013

The Achieving the Dream Core Team met Monday, July 15, 2013, at 10:00 a.m. in Room 124 of the Logistics Center. Those present were Wendy Howell, Aamir Greene, Don Laye, Shirley Armstrong, Troycia Webb, Joy Knighton, Dr. Kim Lee, Debra Jones, Beth Brown, Lisa De Jesus, Calvin Lee, and Tomekia Cooper.

The agenda for the meeting was as follows: (I) Welcome, (II) Minutes, (III) Old Business - Implementation Plan and its status/priorities for term, Email Awareness Week, and Coaches' Visit, (IV) New Business - Committee Reports from Data Team, Student Development, Faculty Development, and Community Affairs, (V) Adjournment.

Ms. Armstrong welcomed everyone. Those in attendance reviewed the minutes of the last meeting, which were approved as presented.

The group briefly revisited the Implementation Plan and noted Priority One's possible impact on summer session. Webb updated the group on Email Awareness Month. A communication will be sent to all students letting them know the old email addresses will no longer be valid after August 31. There was discussion concerning Angel email and the need for it to be synchronized with ATC student and faculty email. For Email Awareness Month to be a success, faculty participation is critical with the objective of creating a campus-wide culture of student email use. Knighton shared the Syllabus Content Assessment as another way to promote email. This topic may be a good one for a Faculty Development session. De Jesus offered no report and remarked August 1 is the next FASFA deadline.

Armstrong announced the confirmation of the Coaches' Visit on October 8-9 and urged all Core Team members to be available for meetings on those days.

Lee reported progress in data analysis. AtD wants the college to provide information from the last three years.

Laye summarized the outcome of the recent Faculty Engagement Committee Meeting. Marketing programs should be a priority with faculty receiving staff development on recruitment. De Jesus noted that every department chair should know the program's graduation rate and employment statistics to better promote the program. Brown commented that delivery or communication is the key while Knighton called for a consistent message. Armstrong said the speaker engaged for Strategic Planning will be a good resource as will college personnel such as Judy Jimmerson and Kristel Baranko. Laye said two other

suggestions from the committee were a revival of the AtD game, which was the launch for faculty and student engagement, and future publications of Achieve, the AtD newsletter.

Training is planned for the introduction of Office 2013 and expanded use of the Promethean Board. Adjunct training is important, and possible topics are Soft Chalk and Turn-It-In, free tools in Angel, to improve all online and classroom delivery and move towards more student-centered instruction. Armstrong said we advertise state-of-the-art labs, and we need to use all technological advances at our disposal. Howell said new outdoor banners promoting AtD will be developed and on display fall semester.

Laye announced Albany Tech and the city of Albany as the site for the Firefighters Association State Conference and expressed his pride that the college will be a part of the event.

Ms. Armstrong then adjourned the session.

Respectfully submitted,

Debra Jones