

## Minutes for the ATD Meeting

August 6, 2012

An Achieving the Dream Core Team meeting was held Monday, August 6, 2012, in Room 125 of the Logistics Center, beginning at 10:00 a.m. Those present were Vicki Tucker, Shirley Armstrong, Lisa DeJesus, Angela Davis, Tomekia Cooper, Joy Knighton, Kristel Baranko, Don Laye, Emmett Griswold, Elizabeth Deming, Wendy Howell, and Regina Watts. The agenda included the following items: (1) Welcome, (2) Minutes, (3) Old Business – data updates by Vicki Tucker and faculty engagement by Joy Knighton and Don Laye, (4) New Business – Kickoff updates by Kristel Baranko; faculty engagement (new subgroup); group leaders for new groups (a. student engagement and b. community engagement), (5) Adjournment.

Ms. Armstrong welcomed everyone and asked all present to review the minutes from the July 23 meeting. She informed the team of the student that will be attending the Core Team meetings but is not present today. His name is Christopher Wright and was recommended by Dr. Mary Richardson.

Tucker offered a report from the Data Team. She briefed the team on her recent conversation with Jan Lyddon, the Data Coach, in which the Data Coach expressed her excitement on the progress we have made thus far. Vicki noted that Jan would like to visit with each team, both the Core and Data team, for about an hour each while she is here. Additionally, she would like to meet with the President since she did not have the opportunity to meet with him at the kick-off institute in Portland. She also would like a copy of the kick-off agenda prior to her coming.

Vicki distributed copies of “Planning Year Work Plan and Budget”. She informed the core team that this needs to be completed and submitted to ATD by August 31<sup>st</sup>. She made mention that she had received two good samples from the Data Coach and she had given a copy to Angela Davis. With the deadline approaching, she explained to the group that she had tasked Angela with putting together a draft for the Core Team to review prior to submitting it to the Data Coach for feedback. Angela agreed to have a draft for the Core Team by Friday, August 10<sup>th</sup>. Vicki asked that the Core Team review the draft and provide her with any comments, suggestions, additions, or deletions by Tuesday, August 14<sup>th</sup> so that she can have the draft to the Data Coach by Wednesday, August 15<sup>th</sup>. This will give the Data Coach time to review and provide feedback before submitting the final copy by August 31<sup>st</sup>. Vicki plans to have the feedback from the Data Coach to present at the next meeting.

Ms. Armstrong clarified to the team that this work plan is a one-year plan on what ATC plans to do for the next three years with hopes of continuing our great efforts. In addition to the work-plan, a budget must be submitted as well. Ms. Armstrong and Vicki will work on the budget and get with Kathy Skates before submitting. Kristel will give Ms. Armstrong her budget for the kick-off.

A PowerPoint on Faculty Engagement was presented by Joy Knighton and Don Laye. This team plans to debut the PowerPoint presentation to faculty and staff on August 17th. They have developed a 5 Principle- 1. **Committed Leadership**; 2. **Use of evidence to improve programs & services**; 3. **Broad engagement**; 4. **Equity**; and 5. **Systemic Institutional Improvement (CUBES)** and a 5 Step- 1. **Commit**; 2. **Use data to prioritize actions**; 3. **Engage Stakeholders**; 4. **Evaluate, implement, and improve**; 5. **Establish a culture of continuous improvement (CUEEE)** approach as their focus which is centered on the four ATD principles. In addition, a video of faculty will be presented that will highlight areas of student success as it relates to the classroom. The video will also capture students speaking on barriers that they overcome in order to succeed and matriculate on to graduation. On the 18<sup>th</sup> there will be a speaker that will talk on "Equity" and on the 19<sup>th</sup> there will be a pep rally. Joy noted that for the pep rally, Monroe High School band will be in attendance to play some exciting pep rally music. The members of the Faculty Engagement committee include: Lisa Riddle, Frederia Sampson, Don Laye, LaQuata Sumter, Joy Knighton, Kristel Baranko, Bill Underwood, RaShae Oliver, and Tomekia Cooper.

Baranko then offered details of the ATD Kickoff, which will feature a Football/Tailgate Party theme. She informed the team and provided a sketch of the football field and goal post that Wayne Barnett's carpentry class will build. There will be giveaways (pom poms and stadium cups) for the game play and she indicated that the cheerleaders and players have already been selected. Kristel informed the team that the responses from the email requesting at least one barrier that students face were received and still coming in. She noted that the committee will compile a list and have for distribution at the next meeting. Kristel noted that the menu for the kickoff would be BBQ and hotdogs (tailgate style). This committee plans to have an update on when the student rollout/kick off will take place.

Ms. Armstrong asked if a new subgroup of the faculty engagement needed to be formed and it was recommended to add individuals (staff) to the already existing engagement committee. Lisa DeJesus will get representation from Student Services.

In addition to faculty engagement, student and community engagement is also a vital component to ATD. Lisa DeJesus will work with Dr. Mary Richardson on getting individuals from each division to work on this committee. Regina Watts will lead the Community Engagement Committee with the assistance of Virginia Parker. They will work on how to get

the community involved. Regina noted some already existing partnerships and contacts with the local schools that she could address. Elizabeth Demming made mention of engaging individuals touring the campus from area high schools and polling them on any barriers they may be experiencing that may keep them from attending ATC. A question was asked how in-depth is the community engagement- should it include the Chamber. Vicki highlighted that there will be a communications committee, which Wendy will chair, and this is where the Chamber and others that Wendy identifies will be engaged.

Elizabeth asked what and how much should be included in the newsletter at this point. Ms. Armstrong advised her on including the link to the PowerPoint presented by the faculty engagement committee; the "CUBES" and "CUEE" principles; and listing the Core Team members. Vicki suggested putting the minutes from the meeting on the website.

Other business- Emmett made mention that the PBI grant included a Research Analyst to work with ATD and that he will begin advertising for that position.

Before adjournment, Armstrong announced August 20 as the next meeting date for the ATD Core Team.