



**Achieving the Dream  
Meeting Minutes  
November 4, 2019**

**Members Present:** Jennifer Anilowski, Joseph Berenguel, Cat Carter, Laurie Chancey, Amely Cross, Teresa Foley, Michele Howard-Swan, Sam Irizarry, MaryBeth Rajczewski, Jill Rushbrook, Tim St. James, Yhara Zelinka

**Members Not Present:** Mary Bidwell, Amanda Looney-Goetz, Qing Mack, Stacey Musulin, Ed Vaghini

Amely called the meeting to order at 3:04 pm.

**1. Overall Objective:**

- The overall objective will be shown on every agenda moving forward – for the 11.4.19 meeting, the goal is to work towards an action plan due next semester.
- Teresa asked if ICATs will be administered next semester and if there are any plans to combine that with SOAA. Jill and Amely are not sure at this point because they have not seen details of how the system office will handle that yet but do feel it will be better to obtain both at the same time.

**2. Today's Objectives:**

a) Letter from Coaches:

- Jill and Amely feel the letter shared is very constructive and shows ACC is heading down the right path because the team is already engaged in many of the recommendations. In addition, improvements can be made to certain processes and the letter will act as a guide.
- The letter is being shared with the success team but there are no plans to share it campus wide at ACC. Amely reported that ATD Coaches sends the letter to the CEO but not all schools received the letter, it is up to the CEO or campus president to share the letter. We found out that most schools shared the letter. For ACC, it is ATD's coach recommendation to not share the letter with the campus. Every coach handles this differently.

- A steering committee has been put together to address how to tackle the recommendations.
- b) Defining success at ACC:
- The goal is to draft a statement to bring to others including students for feedback. The following are key words the team pulled together when reviewing the *Defining "success" at ACC* handout:
    - i. Resiliency
    - ii. Critical thinking
    - iii. Goals
    - iv. Interpersonal skills
    - v. Lifelong learning
    - vi. Achieve
    - vii. Confident
    - viii. Empowered
    - ix. Engaged
    - x. Global Community
    - xi. Student voice
    - xii. Coping
    - xiii. Well being
  - The following are draft statements the team pulled together to define success:
    - i. Successful students at ACC...../ An ACC student will be.....
      1. Lifelong learners who develop the resilience, independence, and critical thinking needed to reach their academic and personal goals while contributing to their local and global communities.
      2. Explore, define, and reach goals, gain practical knowledge and develop abilities including critical thinking, interpersonal, and lifelong learning skills to effectively connect with and contribute to the immediate and diverse global community.
      3. Explore, define, and reach goals, while developing resiliency, critical thinking, interpersonal, and lifelong learning skills to effectively engage with and contribute to a diverse global community.
      4. Empowered to achieve their individual goals through development of critical thinking, interpersonal, and lifelong learning skills as well as resiliency to face challenges, and overall well being to contribute to the global community.
  - Point 2 and 3 are very similar so the team voted to remove #2 above.
  - The plan is for Points 1, 3, and 4 to be shared with focus groups comprised of students for feedback. Prior to getting these over to the students, Jill will send these draft statements to the team to try to narrow these down further.

- c) Holistic Student Supports Discovery Inventory – Mapping Student Experience:
- Admissions and Entry – a very detailed handout provided for discussion and key issues of the current design are below but not limited to:
    - i. Admissions Documents –
      1. Admission application is the only requirement for students to register for classes.
      2. Holds are put on student accounts preventing them from registering for next semester for immunization and high school completion forcing Admissions to put time and resources into following up with students who have not turned in their info. Every Nov, every college in the state are expected to provide data to public health regarding MMR and Varicella and ACC will need to be 90% compliant. It is difficult to be at 100% because many students are not showing up to class no matter how much the team tries to collect the info.
      3. Accuplacer scores are uploaded to Banner while SAT/ACT test scores are inputted manually.
      4. Application can be submitted online but is turned off right before the start of the semester.
    - ii. Intake Survey –
      1. There is currently no intake survey being utilized, other than a brief survey on the Accuplacer. However, there is a system wide group working on intake surveys for Admissions that's figuring it out. A question was raised whether Manufacturing already uses this and Amely reported they use a form but campus wide, we don't have one.
    - iii. Use of Registration Holds –
      1. Currently, there are no initial holds placed on students for documentation. Only high school students and inmates receive a hold or any student who places into a transition Math or English class.
    - iv. Admissions Communications –
      1. There is no communications plan for on board students and students are relied upon to read and follow steps.
  - Orientation – a very detailed handout provided for discussion and key issues of the current design are below but not limited to:
    - i. Orientation Policies –
      1. Orientation session are held about a week before classes begin. Students are not required to attend orientation. However, they are required to attend a mandatory new student workshop in

addition to orientation held in the month leading up to the next semester.

2. Students register very late and those students typically don't have the chance to attend orientation. Ultimately, those students tend to not do well. There are no consequences for students who do not attend orientation or the new student workshop.
- ii. Attending Orientation –
    1. Students are expected to attend two events and with only two orientation sessions, it makes it difficult to attend due to job scheduling and/or family commitments.
  - iii. Orientation Goals and Topics –
    1. Some confusion exists – students do not know the difference between orientation and the new student workshop. Topics covered are:
      - a. Orientation: Tabling with on campus and off campus resources, team building, faculty experience, student experience including resources available, and “Tech @ the Tuck”. Students are given a survey after orientation.
      - b. New student workshop: Information about degree and certificate programs, mycommnet, financial aid, college policies and procedures, how to make the most of your time in college, academic advising and registering for classes, college tour, ID photo taken.
  - iv. Orientation Delivery –
    1. Orientation is offered in person on campus and a day and an evening session are offered. In addition to Sherry and her team, student volunteers, staff, faculty, and administrators participate.
    2. New student workshops are offered both during the day and at night. These are run by Admissions and Advising.
- d) Subcommittees Report:
- Data Team:
    - i. A handout was discussed regarding data generated by Qing of students earning zero credits in the first semester. Qing was able to break down the data based on returning students, first time students, re-admitted students, and transfer students.
    - ii. A trend is not visible based on this info because it is unclear how it was developed and we do not have anything to compare it to.
    - iii. The team would like to look at 3 years of data with same groups, therefore, Teresa will go back to Qing to request 3 years of data.
  - Communications Team:

- i. The team is looking to have a web page created because the hope is to keep ATD on the radar. The goal is to create a visual to keep ATD top of mind. Jenn sent an email so please answer her questions regarding other committees you might be on.

### **3. Meeting Schedule:**

Next 2 meetings are scheduled for Monday, November 18, 2019 from 3:00-4:30 pm and Monday, December 2, 2019 from 3:00-4:30 pm in the Conference Center.

The meeting was adjourned at 4:25 pm.

Respectfully submitted by Chay Iv.