Achieving the Dream
Meeting Minutes
February 20, 2020

Members Present: Cat Carter, Laurie Chancey, Michele Howard-Swan, Sam Irizarry, Amanda Looney-Goetz, Stacey Musulin, MaryBeth Rajczewski, Jill Rushbrook

Members Not Present: Jennifer Anilowski, Joseph Berenguel, Amely Cross, Teresa Foley, Qing Mack, Marisa Rubera, Tim St. James, Yhara Zelinka

Jill called the meeting to order at 2:37 pm.

1. **Overall Objective – remove barriers to student success and promote equity!**

   - What we are working toward: **Action Plan – due early June 2020**.

2. **Today's Objectives:**

   a) Review of Minutes:
      - Laurie motioned to approve the 2.4.20 minutes. Seconded by Sam. All in favor – approved.

   b) Update on Endorsement of Definition of Student Success at ACC:
      - Amely brought the definition of student success to the 2.6.20 Faculty Council meeting and it was officially endorsed.
      - Jill will bring the definition to the College Council meeting on Monday 2.24.20 for endorsement.
      - During the week of February 10th, Jill and Amely did a tabling event and received great feedback to 11 questions that will be compiled as part of the student voice.

   c) Updated Summary of ATD Holistic Student Supports Discovery Inventory – "Next Steps Towards Ideal Design":
      - Next steps toward the ideal design summarized on one sheet. Jill would like to send the document to Cabinet to show the work the team has been doing at mapping the student success. A concern was raised as to whether Cabinet would ask for edits to the document. Jill advised the document will be shared as an example of the team's work and is not for edits. Laurie motioned that the document be sent to Cabinet. Cat seconded. All in favor – approved.

   d) ICAT Reminder:

- Jill reminded everyone to complete the ICAT by February 25th. Additionally, the Capacity Café is still being figured out since it's on a Thursday and classes are held. Someone is currently looking at the calendar to see when the majority are available.

e) Complete Scale of Adoption Assessment (SOAA):
   2. Helping students choose and enter a pathway:
      b) Not systematic. The following were discussed:
         I. Gateway courses have not been defined yet.
         II. Are gateway and milestone courses the same?
            a. Gateway courses – required courses that must be taken in order to graduate (such as math and science courses).
            b. Milestone courses – a major course that must be taken before being able to proceed to the next level (such as pre-requisites).
         III. Support can include tutoring for subject areas and can also include success skills in general such as study skills and test taking skills.
         IV. A referral in Starfish for support can also be done.
      c) Update to not systematic. Look to system wide committee for progress.
      d) Not systematic. The following were discussed:
         I. Remove Instructor office hours.
         II. Support can include a success team or cohort team.
      e) Not systematic. The following were discussed:
         I. Progress to date items are happening currently.
         II. Next steps don't seem to tie in to the topic.
   3. Keeping students on the path:
      a) Not systematic. The following were discussed:
         I. Advisors don't monitor progress unless the student requests it.
         II. Until there are set plans to use or manipulate Degree Audits as a function, training students on creating a plan and reviewing Degree Audits is not possible.
      b) At scale. The following were discussed:
         I. Move bullet under 3a next steps here that states: Utilize FYE for training students on creating a plan and reviewing degree audits.
      c) Not systematic. The following were discussed:
         I. Student plans in Degree Works are not being used currently.
         II. Not all faculty members use Starfish and Starfish has a degree planner feature that isn't being used because we don't have the technology.
      d) Not systematic. The following were discussed:
         I. Limited access programs such as nursing and culinary arts are not offered at ACC. However, instead of seeking limited access programs, some students are advised to seek stackable credentials to make them more employable/marketable.
         II. A request was made to add a bullet point about equity consideration under the support section – programs are available at the college such as childcare benefits, food, transportation, and tutoring.
      e) Not occurring. The following were discussed:

  I. There is a need to know more about the student population for every semester to see if there are any trends.

  II. Remove Ad Astra – team not familiar with term.

4. Ensuring that students are learning:

 a) Planning to Scale. Program learning outcomes are currently happening – Teresa sends out program reviews list.

 b) Not systematic. The following were discussed:

  I. Eliminate study abroad because we don't offer that. Remove Haiti because it was a one-time opportunity.

  II. Continue to offer opportunities for applications to apply knowledge.

 c) Not systematic. The following were discussed:

  I. Look at course assessment to inform program reviews.

  II. Review how each program is assessing how students are mastering each program.

  III. Remove Aqua because it has not been used.

  IV. Review how each student is assessing against national certification exams – showing where students are strong and areas for improvement.

 d) Planning to scale. The following were discussed:

  I. Develop process for how assessment results will inform professional development needs is still a next steps.

 e) Not systematic and details are still accurate from previous work.

 f) Not occurring. The following were discussed:

  I. Revisit how student evaluations are being used. Concerns expressed about students not being honest on evaluations and does not account for feedback from students who don't make it through or are not present when the evaluations are given out for completion.

3. Meeting Schedule:

Next meeting is scheduled for Thursday, March 5, 2020 from 2:30-4:30 pm in the Conference Center.

The meeting was adjourned at 4:28 pm.

Respectfully submitted by Chay Iv.