



**Achieving the Dream
Meeting Minutes
February 4, 2020**

Members Present: Jennifer Anilowski, Joseph Berenguel, Cat Carter, Laurie Chancey, Amely Cross, Teresa Foley, Michele Howard-Swan, Sam Irizarry, Qing Mack, Stacey Musulin, MaryBeth Rajczewski (entered at 3:33 pm), Marisa Rubera, Jill Rushbrook, Tim St. James, Yhara Zelinka

Members Not Present: Amanda Looney-Goetz

Guest Present: Heidi Zenie

Amely called the meeting to order at 2:34 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) Welcome Marisa Rubera (MFG) and Heidi Zenie (ATD liaison from System Office and faculty member and Program Coordinator of Exercise Science from Three Rivers Community College)!
- b) Review of Minutes:
 - Laurie motioned to approve the 12.9.19 minutes. Seconded by Tim. Motion approved with one abstention.
- c) Rolling out Definition of Student Success at ACC:
 - A website is in the works to offer updates about the committee and share all the work the team has done, including timelines and action plans. The plan is to add in the definition to the About section of the site.
 - Amely will bring the definition to Faculty Council on Feb 7th, 2020 for official endorsement.

- A few ideas were discussed regarding ways to educate individuals on the definition:
 - i. Add a banner on the homepage.
 - ii. ATD segment to be featured on What's Up Asnuntuck?
 - iii. Flyers posted across campus and handed out at orientation and open house.
 - iv. Communication at the next College Council meeting.
- d) Holistic Student Supports Discovery Inventory:
- Next steps toward the ideal design summarized on one sheet. If there is anything missing, please reach out to Jill.
 - Updates and/or changes below:
 - i. Admissions & Entry - Move #6 up before #4.
 - ii. Orientation - Update #1 to include late starts. Add a #5 to cover training on how to log into and use myCommNet.
 - iii. Advising & Planning - Add in a section about understanding academic standards and what it means to be in good standing.
 - iv. Integration of Student Supports and Success Strategies – Strike the first and last sentence of #3. Everyone uses different citation styles and there is need for a better understanding of what IL skills are taught in each section.
 - v. Use of Data and Adoption of Technology – The current system is cumbersome and Heidi reported she thinks the issues will be solved with the anticipated new system.
- e) Institutional Capacity Assessment Tool (ICAT) & Scale of Adoption Assessment (SOAA) Process & Timeline:
- Qing sent an email about the ICAT with a link for completion along with the access code to unlock the assessment.
 - i. It is very important that the ICAT be completed by faculty and staff from Feb 3rd through Feb 25th because it will help to inform what's being done well, what's not being done well, and identify areas for improvement.
 - ii. ATD Coaches will be visiting April 9th for the World Café.
 - iii. There are seven capacities included in the ICAT.
 - SOAA to be completed by ATD Success Team by Feb 23rd. The plan is to start today and finish at the Feb 20th meeting
- f) Data Agenda for Spring 2020:
- Look at student success data and define measurable goals from student success.
 - Map the goals with KPI and NECHE standards.

- Use ICAT results to guide in setting priorities.
- Develop some sort of student success report card to review every semester.
- Explore the possibility of doing local research to help with guidance.
- Figuring out what data to tap into and how to relay that data campus wide.

Before exiting the meeting, Heidi provided the following info on the Café:

- A document will be forthcoming over the next 2 weeks with details on the structure/set up as well as technology needs for the April 9th Café:
 - i. 4-5 tables will need to be set up depending on how many people.
 - ii. One facilitator and one recorder per table.
 - iii. Expected length will be 2.5 to 3 hours.
 - iv. Every table will need a laptop and paper to write on, which will need to be set up ahead of time.

g) Start SOAA – will finish at 2/20 meeting:

1. Mapping pathways to student end goals:
 - a) Not systematic. The following were discussed:
 - I. The components have been identified but there has not been implementation yet. The program review template can be reviewed and Teresa will email the template to Qing and Advising but is not sure if ACC created it or the system office.
 - II. Data on jobs/labor market information needed for every career program.
 - III. Adding links to program pages for alumni success stories.
 - IV. It is difficult for students to find what they are looking for on the website - it's not intuitive. Look at making navigation windows more user friendly. Student focus groups could be created to review the navigation of the website.
 - b) 1a and 1b are similar in that they are both not systematic.
 - c) The following were discussed:
 - I. Program sheets to be reviewed.
 - II. Faculty to determine sequence and milestone classes which should be done for each program.
 - III. Prerequisites would be included.
2. Helping students choose and enter a pathway:
 - a) Not systematic. The following were discussed:
 - I. Look into intro courses to determine which ones include career exploration.

3. Meeting Schedule:

Next meeting is scheduled for Thursday, February 20, 2020 from 2:30-4:30 pm in the Conference Center.

The meeting was adjourned at 4:22 pm.

Respectfully submitted by Chay Iv.