



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

Members Present: Jennifer Anilowski, Joseph Berenguel, Cat Carter, Amely Cross, Teresa Foley, Michele Howard-Swan, Amanda Looney-Goetz, Qing Mack, Stacey Musulin, MaryBeth Rajczewski, Marisa Rubera, Jill Rushbrook, Tim St. James, Yhara Zelinka

Members Absent: Laurie Chancey, Samuel Irizarry, ~~Heather D'Orlande~~

Amely called the meeting to order at 2:34 pm.

Amely thanked Michele Howard-Swan for stepping in while she was on maternity leave.

Amely reported 88 people participated in the Capacity Café and thanked the group for their efforts. She also thanked Yhara, Teresa, Michele and Debbie for the creation of the equity statement.

1. Today's Objectives:

a) Review of Minutes:

- Stacey motioned to approve the 5.14.20 minutes. Seconded by Amanda. Two abstentions. All in favor – approved.

b) Equity Team – Footnote addition?

- The equity statement will be sent out to the campus community then to Faculty Council and College Council for final approval. The information will be placed on the website where ATD related information can be found.
- Angelina provided insight on the statement to include a footnote. It was agreed to add a line in the work cited that reads “adapted from...” to include the three colleges where information was adapted; University of Michigan, George Mason University, and University of Massachusetts Amherst.
- Jill is in the process of drafting an email to announce the ATD website and will also include the student success definition. Information will be forthcoming.
- Jill is piloting an intake form for new students with 18 questions pertaining to food insecurities and technology needs. The intake form is meant to proactively refer students to necessary resources.
- Qing sent out a COVID 19 survey to spring 2019 credit students. The survey closes on June 15th. The date will be shared once it is received.

c) Action Plan:

- Jill asked the committee members to break into four groups which will be assigned, to discuss the question highlighted in blue on page 20 of the draft Action Plan and reconvene at 3:30 pm to discuss.
- The question: **What did you learn about the student experience at your institution? (Please be specific and share disaggregated data in support of your findings.)**
- Group One Members: Jill Rushbrook, Jennifer Anilowski, Joseph Berenguel and Cat Carter.
- Group Two Members: Laurie Chancey (absent), Amely Cross, Teresa Foley, and Michele Howard-Swan.
- Group Three Members: Sam Irizarry (absent), Amanda Looney-Goetz, Qing Mack, and Stacey Musulin.
- Group Four Members: MaryBeth Rajczewski, Marisa Rubera, Tim St. James, and Yhara Zelinka.

The meeting broke into groups at approximately 3:02 pm and reconvened at 3:34 pm.

Group One Outcomes:

- Want to understand why students are not registering for those gateway courses in their first semester. ACC's operates reactively instead of proactively.
- Many students are having a different experience and not just with onboarding. Also, students are getting a different experience acclimating to the college. Equitable – due to students receiving a different experience not every student is getting an equitable time on campus.
- Data is not used to help make informed decisions and/or help create policies. Either data has not been readily available in the past or staff is not accustomed to using it.

Group Two Outcomes:

- Orientation process – it's important to engage students and get them connected as much as possible upon entry through graduation. New student workshops and orientation are separate things but not clear to students and also not required. It was suggested those two be combined.
- Need strong follow-up with students and advisors regarding getting students and keeping students on path.
- A full-time and part-time semester sequence for students
 - Semester sequences are not longer listed in the catalog.
 - A semester sequence option exists in Degree Works however it was never rolled out or implemented.
 - A customized plan for students based on approved suggested semester of sequence was recommended.
- Mandatory advising or case management approach was discussed. The case management approach would help students get on track and stay on track, and refer them to campus resources. The idea would be to start the moment they are admitted all the way through graduation.
- There is a need for technology training for full-time and part-time faculty. Part of this training could be housed in blackboard with different resources the students could access.

- A common course template in Blackboard across all courses.
- Providing childcare based on the needs of the students.

Group Three Outcomes:

- Case management advising – will help guide students
- Data – putting data in a way that is accessible for people who need it. Link data to students' withdrawals, course work, and grades.
- Gateway courses – making sure students are enrolling in those courses beginning with Math and English.
- Communication – not utilizing Starfish fully to help students succeed.

Group Four Outcomes:

- Availability and use of data for decision making purposes.
- Identifying at-risk students and how to provide necessary supports (summer bridge programs, required advising appointments, etc.).
- Tracking communication – communication between staff and also students.
- Missed steps from start to finish – Mandatory workshops, mandatory orientation and assigning holds if necessary.
- Case management advising model to help with program requirements, tracking progress, momentum and timely interventions.
- Wrap-around services – mental health in particular. Other services for the homeless population, those with transportation and childcare issues.

Jill will compile all of the outcomes into one document and will be sent out. The action plan's deadline has been extended to August/early September.

d) Data Team Update:

- There is data that can be reviewed during the summer months. The committee will try to meet throughout the summer although a meeting has not yet been scheduled. Jill added that the key findings from the top enrolled courses will be incorporated with the final plan. A draft of what was discussed today will be sent out with a week given for responses.
- A deadline of July 1st was given for information to be sent back to the coaches.
- This is the last scheduled team meeting. Jill thanked the group for their support.

e) Fall Meeting Dates:

- This is the last scheduled team meeting.
- Jill thanked the group for their hard work, participation and support.

The meeting was adjourned at 4:06 pm.

Respectfully submitted by Jenna-Marie Jonah