

Achieving the Dream Success Team

Meeting Minutes – December 15, 2020

Members Present: Michele Howard-Swan, Amanda Looney-Goetz, Marisa Rubera, Cat Carter, James Chadic, Laurie Chancey, Amely Cross, Teresa Foley, Sam Irizarry, Jenn Meny, Stacey Musulin, MaryBeth Rajczewski, Tim St. James

Members Absent: Caitlin Boger-Hawkins,

Amanda called meeting to order at 2:05

Agenda Items

Equity Statement - Update

Michele Howard-Swan reports that the equity statement was endorsed by College Council on December 11, 2020. The statement must now get approval from the CEO's cabinet.

Priority Goals

The priority goals extracted from the action plan were reviewed by the team.

Teresa gave an update on KPI and will attend meetings in the future to look at the overall impact.

Discussion on withdrawal data

Tim states that we need to research and develop a process to collect information on complete college withdrawal data

Teresa states that information is often collected on course withdrawal but not shared as part of a formal process. The Registrar's Office is able to generate a report. Amely informed that there is an excel spreadsheet with information prior to that was last generated run at the end of the 2018 semester.

Marisa and Tim agree that the current data did not give enough of a picture of reasons for withdrawal and there may need to be another means to determine how to retain students

Equity Subgroup discussion

The equity subgroup was created to oversee the construction of ACC's equity statement which is complete and moving through approval channels. Should this subgroup persist, or should it be called upon when needed? After discussion, it is decided that the diversity committee should take the lead in equity and all things equity and diversity related should move through that committee. Everyone must be on the same page so that efforts are not duplicated.

Amely, diversity committee lead, states that the diversity committee needs more funding and Teresa agrees to bring this forward.

Advanced Manufacturing New Student Guide

Marissa presented the “New Student Guide for Manufacturing” on a shared screen. The team had a tour on how to access it and viewed the steps displayed for the students. The future goal for manufacturing is to create one for returning manufacturing students to utilize.

Jenn Meny: Admissions is refining their communications plan and this New Student Guide would be helpful when communicating with new manufacturing students.

Laurie: The layout looks nice and friendly and wonders how it will display on a mobile device. Marissa will look into this and check with Ben. Tim checked the site on his phone and confirmed that it looked good.

Road Map to Success

The team was asked for input and feedback on the progress of the “Road Map”.

Laurie loved the simplicity of it but is concerned about students with mobility impairments.

Stacey suggested the river logo and a rename of “Path to Success”.

Cat suggested the use of a paddle and a rename “Paddle for Progress”.

James advised to avoid extravagance so that it does not lose its meaning.

Marybeth suggested that we decide on the content and have information divided into groupings.

Tentative headings and content:

- Getting Started
 - Enrollment, Registration, Technology
- Academic Resources
 - Academic Calendar
 - Add/Drop dates
 - Tutoring Services
 - Disability Services
 - Library
 - PTK
- Wrap Around Services
 - Transportation, Food pantry, Reading Room

James made a comment to run this through a student focus group this Spring.

Spring Meeting Dates - TBA

Minutes respectfully submitted by Michele Howard-Swan