

Achieving the Dream Success Team

Meeting Minutes – May 25, 2021

Members Present: Michele Howard-Swan, Amanda Looney-Goetz, Marisa Rubera, Amely Cross, Teresa Foley, Sam Irizarry, MaryBeth Rajczewski, Tim St. James

Members Absent: Laurie Chancey, James Chadic, Caitlin Boger-Hawkins, Stacey Musulin, Cat Carter, Jen Meny

Michele called meeting to order at 2:05

Agenda Item: Paddle for Progress

- Focus group testing suggested for the Paddle for Progress – Identify students to test the links and ease of use in the Fall.
 - Creation of Student Focus Groups
 - Email Coordinators and Sherry Paquette to identify one student to join the focus group to test the Paddle for Progress.
 - Questions that will be asked:
 1. Is there something missing from this document that you would like seen?
 2. What is your impression of this document?
 3. Do you have suggestion for improvement?
- Communications team is working on a flowchart to make it accessible to add to document.
- Distribution Plan
 - Can this document be a part of the desktop image?
 - Blackboard Shell
 - Admission Packet?
 - Aspire – New Student Workshop
- Question for the future:
 - Who will update this document?
 - Where will the document live?

Minutes respectively submitted by

Michele Howard-Swan, ATD co-lead