

ATD Core meeting summary
March 10, 2015

Present: Seyed Akhavi, Janice Lester Bell, Jennifer DeWeerth, Maryrose Eannace, Emily Hantsch, Jill Heintz, Jim Maio, Kim Overrocker, Mark Radlowski Stephanie Reynolds, Matt Snyder, Tom Squires, Joe Woodrow

Student focus groups

- Jill/tri-chairs proposed a survey to students prior to focus group activity. Dialogue followed and resulted in the decision to move directly to focus groups, eliminating a survey.
- Mark identified students who did not successfully complete in one or more gateway course.
- Mark distributed results from existing surveys.

Considerations for student focus groups:

- Accommodate student schedules – offer times that work best including during the day and evenings. Focus groups should be conducted on both campuses. If necessary, offer childcare option to accommodate focus group participants.
- Call and invite students (scripted) rather than email.
- Also reach out to the identified students who are no longer at the College – phone interview.
- Perhaps reach out to John Zogby as a resource for a focus group model that we can use in a classroom setting.
- Future cohorts – follow/track students through the process (from point of entry through graduation) to inform future decisions.

Faculty focus groups

- Mark has identified faculty from the identified gateway courses and will share with the tri-chairs. The Center secretary will also be invited as they receive a fair amount of feedback from students.
- Focus group will be facilitated by a faculty member (outside of their gateway course/center) and a recorder.
- **Tri-chairs will reach out to the faculty to invite them to develop the questions.**

Policy and procedure update

- Kim reported the group has met twice and developed a model they would like to use to guide them through the process. The group would like to meet one more time before presenting a more complete report to the Core team.

Next steps

- Next meeting – Tuesday, March 31 at 1 p.m. in PH 300.
- **Tri-chairs will return with focus group questions for team consideration.**