AtD Core Team Meeting
March 30, 2015
Notes

Focus Group Updates:

a. Faculty Focus Group Questions & Dates/Times - Maria talked the group through the facilitator script and questions for the faculty focus groups. Faculty will facilitate faculty focus groups and the dates and times are being coordinated by Academic Affairs.   The goal is that these are conducted and concluded by April 15, 2015.

b. Student Focus Group Questions & Next Steps- Steph R., talked the group through the student focus group script and questions. The initial contact outreach will be facilitated by Jen D's staff. Mark will rerun the student information so that we have an updated list based on the group's discussion.   Edits were made to the scripts, combining all questions into one script for facilitator ease.   It was determined that we will make calls first and determine our success with getting slots filled. Slots are being scheduled by Jenn Rubino and will distributed as soon as possible.   It is anticipated that we will have one group for CJ, and potentially two for the larger HI and PY 101s. Jenn will have a combination of daytime, evening and Rome campus availability to provide for the most flexibility. Focus groups will be ideally rounded at 8-10 students, one facilitator, one recorder.   We can operate with a minimum of three (3) students if necessary.   These will be accomplished by April 17th.

Policy, Procedures & Systems (P/P/S) Subcommittee Report Out   - Stephanie V., provided an overview of this subcommittees work to date.   She disseminated a document that outlined what they had evaluated and talked about the discussion they had had aligning their topics with the David Hartleb document.   It was determined that there will be two processes that are being reviewed as part of our initial planning year – Advisement and Graduation Certification.   The Registration workgroup that had been assembled will be held until the Advisement group can make recommendations.   The other P/P/S processes will be evaluated for next reviews once these have been accomplished.

Visual for Core/Data Work to date – Steph presented the Core Team/Data Team flowchart.

The next meeting is April 9th, 10:30-11:30am.