

**ATD CORE Team meeting**  
**Thursday, September 18, 2014 (11-12 noon)**

Present: Randy VanWagoner, Tom Squires, Maryrose Eannace, Jennifer DeWeerth, Seyed Akhavi, Joe Woodrow, Stephanie Reynolds, Maria Ramos, Janice Lester Bell, Paul Katchmar, Mark Radlowski, Jill Heintz

Stephanie Reynolds began the meeting by reviewing the meeting agenda.

Gateway Courses

- Mark distributed the list of Gateway courses the data team has determined according to the recommendations and guidelines set forth by ATD. The College is required to report regularly to JBL on the Math and English courses. The College will (regularly) track the remaining Gateway courses internally.

Communications Plan & Tri-chair message

- Jill referenced the communications plan/timeline that Matt has developed. The plan mirrors the work plan that we submitted to ATD at the end of August.
- The communications plan will guide us in our communications to the College community. It is not a secret and can be shared if you are asked by your colleagues.
- Please review the plan and submit additions to either Matt or one of the tri-chairs by the end of next week – 9/26.
- Tri-chair message - was provided as information and background and will be sent out next week, as the communications plan.

ATD report

- With regard to the publication “Moving Ahead with Institutional Change”, Stephanie asked that team members keep in mind the publication addresses only the first cohort with no further investigation or reporting on subsequent cohorts. Also, the first cohort colleges were supported monetarily through a grant rather than paying ATD to participate, which may have impacted results.
- Stephanie will forward the email responses our coaches provided regarding the publication with the Core and Data teams.

Policies and Procedures Matrix

- Maria referenced an example matrix provided by David Hartleb that we may want to consider when determining our own policy and procedure review.
- She stated this is a work in progress and shared David Hartleb’s comments – this work is lifelong and always with you.
- Core team members were encouraged to review the example and add any questions that may inform the process.
- The Core team will revisit the matrix and our process once we get closer to determining our initiatives.

Next meeting: 2<sup>nd</sup> or 3<sup>rd</sup> week in October