

## **Gateway Course Success Team Meeting Minutes**

**August 19, 2016**

### **IT225**

Present: James Lynch, Ibrahim Rosic, Kristen Raab, Breanne Rathbun, Jim Roberts, Michael Faitell, Nivia Cavic, Hilmar von Strunck, Jason Carpenter, Maria Ramos, John Swistak, Anna Radlowski, Gary Kulis, Salina Billins, Rachel Golden, Maimun Khan, Victoria Kane.

Excused: Maryrose Eannace

#### General Discussion:

The main purpose of this meeting was that all members participating helping students succeed in the first three gateway courses get to know each other, and to discuss available features of Starfish and roles of completion coaches.

Ibrahim Rosic introduced the team members and explain the role of each member.

Jim Lynch explained main features of Starfish and told members if they have any questions regarding this software that they should contact him or Norma Chrisman in Educational Technology.

Jason Carpenter shared coaching model he uses to help students athletes to stay on the wright track.

Salina Billins explained the roles of completion coaches and ask faculty if they would prefer to complete scheduled surveys regarding student progress.

Anna Radlowski suggested that surveys would the best way to report student progress. Other faculty members agreed with her.

Coaches suggested that the first survey should be completed during the first week of classes. All agreed.

Faculty members and coaches agreed that first survey should include attendance, and class preparedness. It was decided that the first survey must be completed by August 31<sup>st</sup>.

Ibrahim talked about designated tutors, and their availability for these three course.

Kristen and Breanne explained the procedures for scheduling appointments with tutors.

Maimun Khan volunteered to go to Rome once a week to provide coaching assistance to students on the Rome campus.