Call to Order
Dr. Joyce Loveday called the meeting to order at 3:05 p.m.

Approval of Minutes
The minutes of the January 7, 2014 meeting were approved, as amended.
MOTION: LaVerta Schmeling
SECOND: Wendy Joseph
MOTION CARRIED.

STRATEGY TEAM/WORKGROUP UPDATES

Developmental Math Strategy – LaVerta Schmeling reported that her class has had some attrition because she has not been assigned a tutor to assist students with their questions. Kathi Medcalf said that Claire Korschinowski will help find a tutor to assist her. Despite reduced numbers, faculty (Herring, Parnell, Schmeling) have not received any negative feedback from students, according to LaVerta.

Linked Classes – The strategy team is currently developing a dynamic training model for faculty who are considering teaching a linked class. The team is also considering increasing face-to-face time for COLL
101 to 14 of the 20 class hours, looking at scheduling concurrent class times spring quarter (for convenience), and expects to find a suitable textbook soon.

Kathi Medcalf reported that there are two ENG 82 and one ENG 94 linked classes being offered winter quarter. Sally Gove shared her experience teaching a linked class; her goal in upcoming quarters is to further integrate COLL 101 concepts and work on relationship building which was found to be beneficial to students in earlier classes.

**Drop-In Coaching Model** – Ted Broussard informed the committee that, after meeting with staff, it was determined that resources would be best utilized focusing on an early alert system at this time (rather than pursuing the drop-in coaching model).

**Student Success** – Discussion ensued about how to improve student services while making the process easy for students. The last comprehensive college survey was administered in 2009. The general consensus seemed to be that whatever course is taken should be coordinated, purposeful, and avoid inundating students with too many surveys, questions, and processes to complete.

Ted Broussard, Wendy Joseph, and Marshall Collins have been in contact with Walla Walla Community College (WWCC) regarding their *Academic Early Warning* system. Brad Nuxoll has been addressing potential compatibility issues and has already made some minor adjustments which would make the system run more smoothly for us. He is currently writing up a charter for the project. Wendy sent an email to WWCC earlier today to arrange a demonstration, possibly in early March.

**Equity and Access** – Dr. Loveday recommended the workgroup move ahead with a detailed proposal to the president for the Equity Officer position.

**Evidence-Based Decision Making** – Teresa Greene reported that the Data Ambassadors project is currently on hold due to participant workloads. Addressing earlier discussion about improving student services, Teresa pointed out that the college does not have a systemic tool for tracking these services and that would answer the question “Who is using *which services* and *for what purpose*?”

Discussion ensued regarding how best to establish an effective tracking system. Both the Tutoring Center and Advising have systems in place that meet part of what is needed; however, no existing system meets every need. Further discussion centered on using the bar code on the back of student ID cards as a “swipe card” to garner specific information to be used in tracking desired information. Michael Taylor, Cal Erwin-Svoboda, and Mabel Edmonds will form a task force to further explore the use of swipe cards and what information needs to be tracked. (Michael will bring a sample of what is being used by another institution to our next meeting.) Hopefully, then we will find out who is *not* being served, according to Michael.

**Plan of Work** – Dr. Loveday briefly reviewed the work plan for the committee.

- Continue Developmental Math initiative
• Continue Linked Class strategy
• Continue College 101 update
• Academic Early Warning system
• Examine multicultural support services for students
• Outreach to diverse communities and broader community
  - Assessment – what should we be paying attention to?
  - Develop plan
  - Implement plan
• Policy audit
  - Look at what other/leader colleges have done (processes/product)
• Audit of services – “lean process” that incorporates Student Success, Equity and Excellence, Evidence-Based Decision Making
• Equity Officer proposal (Equity and Access Team)
• Identify college role model
• Increase data availability; establish “culture of evidence”
• Completion Campaign

DREAM 2014 Conference
The college is sending six representatives – Kandi Bauman, Gina Hughes, Wendy Joseph, Joyce Loveday, Kristin Martindale, and Kathy Medcalf to the DREAM 2014 Conference in Lake Buena Vista, Florida, February 23-27. Dr. Loveday will meet with our coaches, Brenda Beckman and Dr. Mark Figueroa, to discuss mid-year progress. Core Team members should convey directly to those attending what they would like brought back in the way of information and resources.

In keeping with the work plan goal of identifying role-model colleges, Mabel Edmonds requested those attending to find out about “the bigger picture” from lead colleges, what they have done to be successful, what has had the greatest impact, and how ATD has benefitted their institutions.

Adjournment
The next Core Team meeting is scheduled for Tuesday, March 4, 2014 in Building 21, Room 108. The meeting was adjourned at 4:20 p.m.