Call to Order
Dr. Joyce Loveday called the meeting to order at 3:07 p.m.

Approval of Minutes
The minutes of the March 4, 2014 meeting were approved as written.
MOTION: Kathi Medcalf
SECONd: Wendy Joseph
MOTION CARRIED.

1. INITIATIVE UPDATES
Developmental Math Strategy
LaVerta Schmeling commented that hiring the math tutors has improved service to students resulting in increased satisfaction and improved performance (qualitative measures). She conducted an exit survey and will report on the results at the next meeting. Completions will be obtained from the Director of Enrollment Services to measure quantitative results. The math strategy team will reconvene before the next meeting to review winter quarter completions and consider how to move ahead.
Linked Classes (English and College 101)
Kathi Medcalf reported that there are three linked classes – two ENG 082 and one ENG 94 – being offered this quarter (up from one in previous quarters). The strategy team is working on selecting a textbook for future classes. Though there is not overwhelming statistical data available, there is anecdotal evidence (from students and faculty) indicating that both the embedded coaching and linked class models have been able to create a “sense of community” for students which has had a positive effect on their success.

College 101 Structure
The original faculty for embedded coaching, Sally Gove and Annemarie Solbrack, have assisted in training and advising new faculty for the linked class model. To date, thirty new instructors have been trained to teach COLL 101 allowing all sections to be filled. Institutional Research staff will provide statistics for the linked class model at the end of the quarter.

Concern was voiced that because COLL 101 is not a required course, any wide-ranging impact “does not have teeth.” Students may drop the class while remaining in other classes and it is not required to graduate. The required course could be offered as a general education course and a waiver made available for those holding a previous degree. As with other “Gen Ed” courses, the idea would likely meet with resistance from students who want to “jump right in” to Prep Tech courses.

Dr. Joyce Loveday recommended additional discussion about 1) linking COLL 101 to some math and additional English courses, and 2) making COLL 101 mandatory – to be taken early in a student’s studies. This would prevent COLL 101 from being used as “filler” at the end of coursework in order to meet financial aid requirements, and provide a valuable building block for success at the beginning of a student’s college career.

2. WORK UPDATES
Completion Campaign
Kristin Martindale informed the committee about an upcoming event at the end of April to “get the word out” to students about the importance of completion. Students will enjoy coffee and donuts while participating in a roundtable discussion during which they may ask questions of faculty and staff.

Multi-Cultural Support Services
Ted Broussard reported that the upcoming multicultural event will be rescheduled to a later date.

Recruiting and Supporting Students of Color
- Outreach to Diverse Communities – lead by Mabel Edmonds, the Outreach workgroup will work in conjunction with the college’s larger marketing plan, reaching out to the community-at-large to determine need and identify activities leading to increased enrollment. The Outreach workgroup is externally focused.
- Multicultural Support Services (MSS) – lead by Ted Broussard, the MSS workgroup is tasked with reviewing current Student Services practices and their impact on current students of color,
leading to new or improved practices leading to increased retention. The MSS workgroup is focused.

Policy Review
Dr. Loveday said we will need to address policies and practices based on the parameters of any early alert system adopted (see below). Ideally, once a system is in place, faculty and department heads will be able to “dig down” and explore data for better decision-making.

3. CAMPUS LAB UPDATE AND DISCUSSION
Michael Taylor led discussion and answered questions regarding the Campus Lab demonstration conducted on April 2. Most of the comments received following the “demo” were about the early alert component, according to Michael. Campus Labs offers an a la carte menu from which to choose. The college is considering using three of the five modules offered. We are waiting on a cost (based on FTEs).

Other concerns include how the software will work in the classroom, whether it is preloaded or requires extensive setup, and whether it would seamlessly interface with existing programs. In addition to an early alert system, areas of interest include Student Services broadcasting, attendance, grading, and course assessment. Ideally, the system will interface with Canvas.

Michael is also looking at other vendors (including Hobson) to come out and demonstrate. Michael will contact Tacoma Community College about the system they are using called Tableau. Ted Broussard has been in touch with Clark College; however their system is not compatible with Canvas. A request that Qualtrics be reviewed was also voiced.

Michael said it is best to avoid multiple programs. A systems database may be preferable to a niche database. The next step is to find out if there is an early alert component built into PeopleSoft (upcoming conversion) which would preclude moving ahead with another system at this time. He invited members to continue to email their questions and concerns regarding the adoption of various systems.

4. IDENTIFY TEAM TO WORK ON ANNUAL REFLECTION NARRATIVE
The Principles Assessment Survey (emailed to members on 3/17/14) is due April 10.

The Annual Reflection Narrative is due May 8. The committee reviewed and assigned oversight to the following narrative sections:

- Student Experience
- Progress Statement (improving student success and completion)
- Principles Assessment Analysis (informed by Principles Assessment Survey)
- Student Success Data Trends/Analysis (disaggregated data for SAI measures)
- Direct-Service Interventions (outline each intervention)
- Direct-Service Interventions Reflections
- Goals and Plans for 2014-2015
- Sharing (additional information about progress and reflection process)
5. **ATD COACHES VISIT**

Coaches Brenda Beckman and Dr. Mark Figueroa will make their annual visit to the college on May 1-2.

6. **ACTION ITEMS**

- Core Team members were reminded to complete the Annual Reflection survey by April 10, if they haven’t already.
- Chris DeLaney will email the template for the Annual Reflection Narrative and last year’s final narrative.¹

**Adjournment**
The meeting was adjourned at 4:22 p.m. The next meeting will be April 21 at 3:00 p.m.

¹ Annual Reflection template and 2013 final narrative emailed 4/8/14.