

# Core Team Meeting

February 4, 2013

1:00 – 2:00 p.m.

## Minutes

**MEMBERS PRESENT:** Bob Austin; Diane Brice; Dr. Tamara Clunis; LuLu Cowan; Sharon Doggett; Melodie Graves; Dr. Lana Jackson; Patsy Lemaster; Danita McAnally; April Sessler; Tony Thomas; Renee Vincent

Others present: None

Recorder: Joy Brenneman

**MEMBERS ABSENT:** Dr. Mike Bellah; Lee Colaw; Cara Crowley; Pam George; Ellen Green; Dr. Russell Lowery-Hart; Dr. Paul Matney; Charlotte Rhodes; Mark Rowh; Jeanetta Smiley; Dr. Kathy Wetzel

### INTERVENTION TASK FORCE UPDATES (Task Force Chairs)

- Poverty (LuLu Cowan)
  - Work continues on creating the student profile – LuLu asked that those attending the Achieving the Dream Conference this week bring back information they might collect from other institutions.
    - What is their criteria, how is the data used?
    - Have they developed the profile or purchased one, vendors?
  - The profile will identify characteristics and rank students on the probability or likelihood of dropping out.
    - Will be used to let faculty and advisors be aware of these at-risk students in their classrooms
  - ACE and GEAR UP students – Jodi Lindseth and Trena Rider will be working with GEAR UP students to include them in the AC Mentoring Program; risks have been assigned to these students by their teachers/counselors at the high schools.
  - Trudy Banner has resigned; position was posted and now closed; interviews to start ASAP; Jordan Fajardo will fill in during the interim. Trudy created a great start for the Social Services Coordinator position.
  - Benefit Bank – tax time; important time for students to get connected to the Benefit Bank; Feb. 13 meeting scheduled to get started.
  - Retention Alert – additional training coming up soon; more than 300 alerts created during Fall semester; advisors are following up on these alerts; faculty have embraced the program; seems to be working well.
- FYS (Lana Jackson)
  - Held student focus groups on Dec. 5 to get student input on the Fall courses; tweaked curriculum after that. Job shadowing is the favorite activity with the creation of education plans the second favorite.
  - 18 additional FYS instructors trained bringing the total certified instructors to 52. Four sections are running in Spring 2013; piloting a two-hour class that is coupled with a fitness and wellness class – only 8 students. Twenty sections are scheduled for Fall 2013, may need more with the inclusion of DevEd.

- Tutoring (April Sessler)
  - The task force submitted recommendations for pay scale at the last Core Team meeting.
    - Appointment has been scheduled with HR to discuss this pay scale; research gathered by Emily Gilbert and Susie Regan will provide good evidence for this discussion.
  - Working with Tamara and Patsy to develop tutor training.
  - Data has been requested on the number of students served, etc.; will consider data as a whole.
- Course Redesign (Patsy Lemaster)
  - Work is ongoing.
  - Cara will be providing a table top presentation and handouts at the Achieving the Dream Conference.
- Developmental Education (Tamara)
  - Members of the task force met last week and will meet again later to decide what will happen with DevEd students; need to review how these interventions are being represented to the students; classes aren't making; math is used most with writing and reading put off until later.
  - Need to revisit philosophy of how these courses are offered, advised, etc.
  - Will bring findings to Core Team.
  - Lynn Library will now be open on Saturdays from 10:00 – 2:00, beginning Feb. 9<sup>th</sup>; DevEd, Reading, ESL, Learning Center, Student Help Center, Collaboration Stations; basement, 1<sup>st</sup> & 3<sup>rd</sup> floors, group study rooms; 4<sup>th</sup> Floor will not be open.
    - Patsy and her team did a great job getting all of this together quickly.
    - Joe Wyatt will update on main web page.

### **SPRING CORE TEAM PURPOSE (Bob Austin)**

- Communication is biggest challenge
  - All constituencies on campus are represented on core team.
  - Team members are reminded to take info back to their departments or campus wide when the opportunity is there.
  - Need to continue with intervention updates.
  - There is a perception that No Excuses is becoming a side conversation rather than the main focus.
    - Doing good stuff; need a way to communicate to all faculty/staff/students/community
    - Will it be possible to have a link in the new portal to continuously update the work/data/goals?
  - Need to develop a communication plan.
  - Much more happening for No Excuses than just the five interventions.
    - May need to bring in others to talk about what is happening
      - e.g., faculty who went to Lee College for the Texas Peer Coaching Initiative; departments which have tied their pet forms to one of the No Excuses goals
  - Some faculty/staff still don't understand what No Excuses means.
  - Need to get broader college involved in the conversation.

- Anything missing from our interventions; do we need to add some; anything else that needs the Core Team's focus?
  - Since current interventions are all still in process, may need to move that discussion to next year
  - Identifying the indicators for at-risk students may lead to new areas of focus

#### **LEE COLLEGE (Leader College) TRAINING (Dr. Tamara Clunis/Group)**

- January 31-February 1 a group of 13 faculty and administrators traveled to Lee College (AtD Leader College and AC's mentor school); also included Angelina College.
- Texas Peer Coaching Initiative
- Came away affirmed that AC is a hard working group of people; commitment to student success was very evident.
- Want to continue conversation; many ideas on DevEd, great opportunity of sharing.
- El Paso Community College will be here next week.
- AC will be going to San Jacinto in March.
- San Jacinto College will be at AC in April.

#### **ACTION ITEMS**

- Core Team requests that the presentations provided by AC staff at the AtD Conference be brought back and shared with the Core Team.
- Communication Plan
  - AtD conference attendees – gather information on how other schools are getting their message out campus wide if time allows at the conference.
  - Develop and execute a communication plan for the Core Team's Spring project.
    - Display on main web page; push message in the portal.
    - Must touch all AC constituencies across campus.
    - Broadcast examples of No Excuses in action to AC employees who are not on the frontline and may not be getting the message.

**NEXT MEETING DATE: March 4, 2013; 1:00 – 2:00 pm; Library 113**