

Core Team Meeting

September 19, 2014
Lynn Library 207
9:00 a.m.

Minutes

MEMBERS PRESENT: Bob Austin, Janet Barton, Carol Bevel, Susan Burks, Janine Goode, Mark Hanna, Dr. Russell Lowery-Hart, Penny Massey, Danita McAnally, Jason Norman, Kelly Prater, April Sessler, Heather Voran, Dr. Kathryn Wetzel, and Reem Witherspoon

Others present: Kristin McDonald-Willey

Student Representative: Seth Brogdon

Recorder: Carolyn Leslie

MEMBERS ABSENT: Olga Bustos, Melanie Castro, Dr. Tamara Clunis, Megan Eikner, Jerry Moller, and Student Representative: Andrew Alexander

APPROVAL OF MINUTES (Bob Austin)

- Bob Austin asked for approval of the minutes from the August 15, 2014 No Excuses Core Team meeting. April Sessler made a correction to the minutes. Dr. Wetzel made a motion to approve the minutes with the correction and Heather Voran seconded the motion. The minutes were approved by majority vote.

CALL FOR ADDITIONAL AGENDA ITEMS AND ACTION ITEMS (Bob Austin)

- There were no additional agenda items or action items brought before the committee.
- Bob Austin announced that three new members would join the committee this semester. Kelly Prater, Director of Financial Aid, will be a permanent member of the committee. Mark Hanna, Director of the Amarillo College Library, will be a permanent member of the committee. New member, Reem Witherspoon is a faculty senate representative and instructor with the math department.

PROMISING PRACTICES

- **Blackboard Retention Center (Voran)**
 - There are new features available in Blackboard that will help instructors monitor the performance of their students. The two features that Heather Voran presented are Retention Center and Retention Alert.
 - Retention Center is a course-level tool in Blackboard for faculty to determine students who are at risk because of missed deadlines, low grades, or lack of access or activity in the classroom. When an instructor accesses Retention Center, they can determine which students are at risk and can communicate with the student as to what they are missing in class. Retention Center is just now being demonstrated to faculty through CTL. Groups of faculty members can be trained at one time to use Retention Center. Danita McAnally asked that word be sent out to faculty concerning Retention Center and the available training.
 - Retention Alert is an institutional tool for alerting those individuals who are working with students about issues that need to be dealt with. Anyone who has

access to AC Connect can use the Retention Alert system. Heather has created a video on how to use this system and she will make a handout available. Faculty members can use Retention Alert to document whatever issue the student is having, for example, academic dishonesty or interrupting behavior. The alert will go to the appropriate person, such as, an advisor so they can take action and help the student. Retention Alert also includes information on what efforts have been made in contacting the student. Bob said that if someone is mentoring a student and discovers something is going on outside of their scope of practice, an alert can be documented so an advisor or other appropriate individual can intervene to help the student.

- Heather said that an email is going out next week with information on Retention Center.
- Bob reminded everyone that this is a representative committee and members have an obligation to share this information with people they work with. Helping students know that there are caring people who want to see them complete their academic goals, is what motivates them toward completion.

DISCUSSION ITEMS

- **CCSSE: A Matter of Degrees Report (McDonald-Willey, McAnally)**

- Kristin McDonald-Willey gave a presentation on the CCSSE survey results. She will send the reports that she discussed in the No Excuses Team meeting to members. Data gathered from the survey results helped to determine how successful students were in the No Excuses Achieving the Dream area. This information can be used to benchmark AC's results with other schools and show what areas we need to look at.
- Two surveys were given:
 - SENSE: This is given to students toward the beginning of the fall semester (4th and 5th weeks). This survey involves all developmental courses (excluding ESL, first college-level English courses and first college-level math courses).
 - CCSSE: This is given to students toward the end of the spring semester (typically March or April). This survey involves almost any type of AC course (excluding clinical courses, low-level ESL courses, etc.).
- Certain requirements must be met for students to be eligible to take the surveys. There was also a broad representation of students from different campuses.
- Danita McAnally stated that Kristin has data files for tracking our students. She requested looking closer at the gap between ourselves and the Achieving the Dream colleges.
- Kristin said there are many different ways to compare the information that is gathered and she wants to get the information out to people that it impacts. Kristin filtered the results to compare with the other Achieving the Dream schools and will send the results to committee members. She will also make sure individuals receive student information that pertains to their particular area. The results show what students consider strong points and weak points of their experience at AC.
- Danita summarized the aspects of the survey results. She discussed information that has been tracked over time. Danita said that it is phenomenal what Kristin has done compiling information.
- Bob stated that a great deal of what the committee does is information sharing. He said that as an institution, we need to promote the notion of "15 to Finish" and full time enrollment and completion. He asked that committee members send him their ideas to distribute to the group and he will include the ideas on the agenda for discussion at the next meeting. He would also like to discuss how committee members feel about these ideas philosophically and how we will get the message out to students.

ADJOURNMENT

- The meeting adjourned at 10:05 a.m.

Next Meeting

- The next meeting is scheduled for Friday, October 17, 2014 at 9:00 a.m. in Lynn Library, room 207.

Recorder: Carolyn Leslie

Carolyn Leslie