Achieving the Dream – Data Team

Notes

October 26, 2011
2:30
HLRC 4th Floor

Present: Celena Alcala, Holly Bailey-Hofmann, Patricia Banday, Elizabeth Bell, Betsy Regalado, Tim Russell, Matthew Robertson, Rebecca Tillberg, Beraki Woldehaimenot
Guest: Juan Chacon

1. *Approval of draft Notes*. The Notes were approved as submitted.

2. *Meeting Schedule*. Rebecca Tillberg raised the question of moving from weekly meetings to monthly meetings, and which Wednesday of the month the group should meet. Two dates for fall were selected:
   - Wednesday, November 9, 2:30
   - Wednesday, December 14, 2:30
   The decision about the spring schedule was postponed because there are numerous scheduling conflicts and schedule changes for the spring.

3. *Wiki / Discussion Board report*. Patty Banday contacted Juan Chacon about help with setting up a wiki or discussion board. Juan visited the meeting and described the work of the Info Tech Committee to obtain the Kentico software, a web site development software, which could host a discussion forum. That software has not yet been purchased. He described several alternatives for hosting a discussion forum, including free sites and Etudes. Some of the features the group would like include the ability to attach files and pictures and the ability to have live chat. Holly Bailey-Hofmann and Elizabeth Bell will check with Eric Ichon about the possibility of using Etudes to host a discussion forum for the committee. Juan will send us a link and log in information for a free discussion forum he set up for the 2010 Summer Think Tank. The drawback with this approach is the advertisement that appears at the top of the page.

4. *AtD Data Team web site*. Rebecca informed the group that she has set up a new, simple web site for the Data Team. The link to the site is located at the bottom of the Student Success Committee web site, since the Achieving the Dream effort is connected with the Student Success Committee. The AtD site has general information about AtD, and a link to a page just for the Data Team with minutes and reports.

5. *Leadership Retreat*. Rebecca described the focus of the upcoming Leadership Retreat, which will be Friday, December 2, as centering on Achieving the Dream, and the campus-wide roll out for that effort. The keynote presentation will be by Don Cameron, the college coach for AtD. Several of the breakout sessions will feature AtD topics. The Data Team has been asked to lead one of the breakout sessions. The breakout sessions are allocated 1 hour and 5 minutes. At the end of the meeting, discussion returned to planning for the Leadership Retreat breakout session. Initial ideas include asking the AtD Data Coach, Kriesta Watson, to provide an overview of the importance of data, and Rebecca to describe the work of the Data Team. Then we could divide participants into small groups. Each will use the 'fishbone diagram' technique to delve

into the possible causes for a significant issue uncovered by the Data Team in the data. A member of the Data Team will facilitate each group. Some of the issues mentioned include the following: decline in the % of students who are over 35 years of age, low Math success rate, and low rate of students enrolled full time. The breakout session could wrap up with the groups coming back together, and sharing their impressions and experiences with the process. We would collect the fishbone diagrams and analyze the issues identified in the diagrams. Specifically, if a group would need more data to fully identify a cause for a problem, that need would be so indicated. If commonalities are noticed across groups (and later as identified in focus groups), then those items would be prime areas to address in the AtD strategies and interventions.

6. *Identify items to present to Student Success Committee/Core Team on 11/2/11*. Most of the meeting was spent discussing the data points to be presented to the Student Success Committee. Rebecca had prepared a draft presentation outline, with the highlights from the currently-available data that the Team has been reviewing for the past month left to be determined at this meeting. The group considered focusing on four major themes: 1. Student demographics (full time enrollment, especially prior education and educational goal), 2. Assessment / placement, 3. Successful course completion rates. We discussed a number of related issues. Beraki Woldehaimenot highlighted the connection between students who have not graduated from high school, and low GPA, and pointed out that this might be a problem area that could be addressed. We noted the low rate of full-time enrollment of West's students and discussed possible reasons for this, including a high rate of concurrent enrollment at other LACCD colleges.

After much discussion, we felt that we were not ready to present to the Student Success Committee, and decided to postpone the presentation until the December meeting, which will follow the Leadership Retreat.

Discussion was postponed on the following items:
7. Gate-keeper courses
8. Discussion: "WLAC Degrees and Certificates Awarded"
9. Discussion: "Student Success Metrics"