1. Meeting Called to Order at 3PM.

Present: Joe Rives, Angela Bonifas, Andy Borst, Rhonda Kline, Susanne Litchfield (for Angela Lynn), Sara Lytle, Wendi Mattson, Kristi Mindrup, Brenda Parks, Roger Runquist, and Jennifer Tibbitts

Absent: Gary Biller, Rick Carter, Cheryl Hutchins, Dana Moon, Nancy Parsons, Padmaja Pillutla, Steve Rock, and Ron Williams

2. Steering Team minutes of August 21, 2013 and January 24, 2014 approved.

3. Review of Academy Actions Taken Since Last Meeting (January 24, 2014)
   a) The team reviewed the Data Mentor’s Report and recommendations. Joe will contact Dr. Wilds and ask for changes in errors in fact. Suggested data request forms from IRP will not be used.
   b) Rhonda Kline provided an overview of the Data Book and it will be placed on the Persistence and Completion Website. Teams should review data before asking for analytic support.
   c) Joe showed the power point used to overview the Academy. The presentation schedule is below and volunteers have also been solicited through monthly strategic plan updates. The end of the minutes displays team membership as of March 21st. Solicitation of volunteers will be ongoing.
      i) Civil Service Employees Council: March 6th
      ii) Council of Administrative Personnel: March 20th
      iii) Faculty Senate: March 4th
      iv) Quad Cities Faculty Council: March 6th
      v) Student Government Association-Macomb: April 1st
      vi) Student Government Association-Quad Cities: March 20th
      vii) Western Illinois University Board of Trustees: June 6th
   d) Kristi, Andy, Lytle, Rhonda, and Roger summarized the team’s work at the March 12-14 Academy Roundtable. The Steering Team approved the Framework, Goal 1, and Actions 1-3 for each of the teams. Joe will revise Goal 2 and related actions based on Steering Team discussions and bring back to the next Team meeting.

   FRAMEWORK: What do students bring with them? What happens to students while enrolled at the institution?
   
   GOAL #1: Identify subsets of “at risk” students, then explore what factors allow “at risk” students who persist to be successful.
      • ACTION 1: Create summary report of “at risk” factors with supporting data
      • ACTION 2: Identify subsets of students who perform academically and retain better than predicted.
      • ACTION 3: Investigate qualitative factors that allow at risk students to be successful.
     
   e) Lindsay overviewed the Persistence and Completion Website. The URL will be forwarded to the team members.

4. Future Meetings:
a) Chris Brown will schedule future meetings for the Steering Team, and the Macomb, Quad Cities, and Off-Campus Teams. Joe will present the Academy overview power point (described above) at each team’s first meeting. Rhonda will overview the Data Book. The first meetings will also include an overview of the WIU Framework, Goal 1, and Actions discussed above.

b) The Data/Facilitation Team will not have a standing meeting. Team meetings will be subject to call and based on need.

5. Standing Steering Team Agenda Items will include the following:
   a) Call to Order/Roll Call
   b) Academy Updates
   c) Team Progress Since The Last Meeting and Opportunities for Collaboration Between Teams
      i) Macomb
      ii) Quad Cities
      iii) Off-Campus
      iv) Data/Facilitation
   d) Old Business
   e) New Business
   f) Announcements
   g) Next Steps

Meeting adjourned at 4:45 PM.
Current Team Members as of March 13, 2014
(84 appointments to date)

**Academy Steering Team (20)**
- Gary Biller, Vice President Student Services/Co-Chair
- Joe Rives, Vice President, Quad Cities and Planning/Co-Chair
- Angela Bonifas, Associate Director, Institutional Research and Planning
- Andy Borst, Director, Admissions
- Chris Brown, Administrative Aide, Western Illinois University-Quad Cities
- Rick Carter, Director, Distance Learning, International Studies, and Outreach
- Lindsay Fender, Assistant to the Vice President, Quad Cities and Planning
- Rhonda Kline, Director, Institutional Research and Planning
- Angela Lynn, University Registrar
- Sara Lytle, Assistant Director, Admissions
- Kristi Mindrup, Assistant Vice President, Quad Cities and Planning
- Dana Moon, Assistant to the Dean, College of Education and Human Services/President, Council of Administrative Personnel
- Wendi Mattson, Office Manager, Theatre and Dance/President, Civil Service Employees Council
- Brenda Parks, Director, Administrative Information Management Services
- Nancy Parsons, Associate Provost
- Padmaja Pillutla, Associate Professor, Accountancy and Finance/Chair, Quad Cities Faculty Council
- Steve Rock, Professor, Economics and Decision Sciences/Chair, Faculty Senate
- Roger Runquist, Director, Center for Innovation in Teaching and Research
- Jennifer Tibbitts, Assistant Director, General Studies Degree Program
- Ron Williams, Assistant Vice President, Academic Affairs

**Macomb Freshmen (18)**
- Nancy Parsons, Associate Provost/Co-Chair
- Sara Lytle, Assistant Director, Admissions/Co-Chair
- Andy Borst, Director, Admissions
- Gary Biller, Vice President, Student Services
- Katrina Daytner, Professor, Educational and Interdisciplinary Studies
- Holly Fecht, Chief Accountant, Foundation and Development
- Jennie Hemingway, Instructor, Recreation, Park and Tourism Administration
- Sarah Jewell, Assistant Director, Admissions
- David Lane, Professor, Psychology
- Wendi Mattson, Office Manager, Theatre and Dance/President, Civil Service Employees Council
- Mishelle Oaks, Director, Residential Life
- Steve Rock, Professor, Economics and Decision Sciences/Chair, Faculty Senate
- Joe Roselieb, Director, Residential Facilities/Alumni Council Member
- Michelle Terry, Academic Advisor, College of Business & Technology
- Connie Upton, Office Manager, Psychology
- Heriberto Urby, Assistant Professor, Health Sciences
- Ron Williams, Assistant Vice President, Academic Affairs
- Michelle Yager, Director, University Advising and Academic Services Center
Quad Cities (16)
- Joe Rives, Vice President, Quad Cities and Planning/Co-Chair
- Kristi Mindrup, Assistant Vice President, Quad Cities and Planning/Co-Chair
- Angela Bonifas, Associate Director, Institutional Research and Planning/Co-Chair
- Audrey Adamson, Assistant Director, Quad Cities Student Services
- Bob Andersen, Director, Financial Aid
- Scott Brouette, Assistant Director, Quad Cities Student Services
- Ryan M Colclasure, Instructor, Psychology
- Lindsay Fender, Assistant to the Vice President for Quad Cities and Planning
- Alex Hall, Financial Aid Adviser
- Everett Hamner, Assistant Professor, English
- Angela Lynn, Registrar
- Blair McDonald, Associate Professor, Engineering
- Jim Patterson, Assistant Dean, College of Business and Technology-Quad Cities
- Dana Requet, Admissions Counselor, Western Illinois University-Quad Cities
- Kenny Wheeler, Academic Advisor
- Curtis Williams, Associate Director, Quad Cities Student Services

Off-Campus Students (22)
- Rick Carter, Director, Distance Learning, International Studies, and Outreach/Co-Chair
- Roger Runquist, Director, Center for Innovation in Teaching and Research/Co-Chair
- Jennifer Tibbitts, Assistant Director, General Studies Degree Program/Co-Chair
- Christine Anderson, Assistant Professor, Curriculum and Instruction
- Kim Dodson, Assistant Professor, Law Enforcement and Justice Administration
- Stacy Dorethy, Office Manager, Art
- John Drea, Associate Dean, College of Business and Technology
- Anne Gregory, Chair, Curriculum and Instruction
- Hoyet Hemphill, Chair, Instructional Design and Technology
- Leaunda Hemphill, Professor, Instructional Design and Technology
- Leaunda Hemphill, Professor, Instructional Design and Technology
- Kris Kelly, Alumni Council Representative
- Lloyd Kilmer, Assistant Dean, College of Education and Human Services-Quad Cities
- Rhonda Kline, Director, Institutional Research and Planning
- In Lee, Professor, Computer Science
- Kristi Mindrup, Assistant Vice President, Quad Cities and Planning
- Lea Monahan, Director, School of Nursing
- Holly Nikels, Professor, Counselor Education
- Padmaja Pillutla, Associate Professor, Accountancy and Finance/Chair, Quad Cities Faculty Council
- Emeric Solymossy, Professor, Management and Marketing
- Jeanette Thomas, Professor, Biological Sciences
- Connie Upton, Office Manager, Psychology
Data/Facilitation Team (8)

- Angela Bonifas, Associate Director, Institutional Research and Planning
- Lindsay Fender, Assistant to the Vice President, Quad Cities and Planning
- Rhonda Kline, Director, Institutional Research and Planning
- Angela Lynn, University Registrar
- Sara Lytle, Assistant Director, Admissions
- Kristi Mindrup, Assistant Vice President, Quad Cities and Planning
- Brenda Parks, Director, Administrative Information Management Systems
- Joe Rives, Vice President, Quad Cities and Planning