# Steering Team Meeting

**Date \ time**: 7/2/2015 10:00 AM  |  **Location**: SH205 and 3420A

**Meeting called by**: Debbie Kepple-Mamros  
**Type of meeting**: HLC Steering Team  
**Facilitator**:  
**Note taker**:  

**Attendees**: Angela Bonifas, Angela Lynn, Debbie Kepple-Mamros, Ronald Williams, Jennifer Tibbitts, Roger Runquist, Steven Rock, Padmaja Pillutla, Nancy Parsons, Brenda Parks, Wendi Mattson, Dana Moon, Sara Watterson, Richard Carter, Chris Brown, Andrew Borst, Kristi Mindrup, Joe Rives, Stacie Hunt,

## Agenda Items

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Time allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Finalize the roll of the steering team related to the goals for the next 6 months (see item 6 from the minutes from previous meeting pasted below).</td>
<td>[Presenter]</td>
<td>[Time]</td>
</tr>
<tr>
<td>☐ Regarding item 4 below, how do we make part of people’s day job? Just gather some ideas today.</td>
<td>[Presenter]</td>
<td>[Time]</td>
</tr>
<tr>
<td>☐ The QC Team has requested that the Steering Team collect ideas from each sub-team about how to make the website more user-friendly.</td>
<td>[Presenter]</td>
<td>[Time]</td>
</tr>
</tbody>
</table>

Updates from each team.

## Other Information

**Agenda topic**: Goals and Objectives for the next 6 months  
**Presenter**: The Steering Team

Discussion: Finalized our goals for the next 6 months

**Conclusion:**

1. Finish Data Warehouse
2. Steering team will begin to meet twice a month.
3. Restructure how we are looking at input characteristics and teams. Since all three groups have settled on nearly identical input characteristics and most of them are in the test data warehouse, we should begin with those.

4. Ensure that persistence and completion fit with peoples’ ‘day jobs’ rather than making it an additional assignment. This can be done by making it a part of assessments and program reviews, etc. for majors, general, student services programming, etc.

5. Make each of the teams smaller for the next 6 months and only include the core group of people who have attended recently. In future, expand the groups again.

6. While the steering team agreed that it could be helping the sub-teams better, more discussion is needed at this point on how that will happen. One suggestion was that at each steering team meeting, the team will focus on one of the sub-teams, setting agendas and objectives for each sub-team. The sub-teams will become sounding boards rather than decision makers. Another is that the steering team will start making decisions about the data and analysis, in lieu of the sub-teams doing this. The sub-teams would be brought back in after the analysis was done in order to brainstorm solutions.