Meeting date | time 6/18/2015 10:00 AM | Meeting location QC3420A and SH205

Meeting called by: Debbie Kepple-Mamros  
Type of meeting: HLC Steering Team  
Facilitator: Debbie Kepple-Mamros  
Note taker: Debbie Kepple-Mamros  
Attendees: Angela Lynn, Debbie Kepple-Mamros, Roger Runquist, Nancy Parsons, Brenda Parks, Stacie Hunt, Audrey Adamson, and Karolynn Heuer

AGENDA TOPICS

Time allotted | 30 Minutes | Agenda topic Response to mentor feedback and next submission for HLC Academy | Presenter Debbie Kepple-Mamros

Discussion: The group discussed how to respond to our last HLC mentor feedback in preparation for the upcoming submission. We need ensure we are being analytical, make a solid case for choosing the input characteristics we chose, focus on groups and interventions that will have a large impact on student success and make sure we are using valid assessment to show improvement rather than citing coincidence for causality.

Conclusion: The group would like to see the previous submission and mentor feedback.

Action items

| Email last HLC submission and mentor feedback to group | Debbie KM | 6/22/2015 12:00 AM |

Time allotted | 15 Minutes | Agenda topic Biggest Challenges with this project | Presenter The Steering team

Discussion: The group agreed that the following were all challenges that need to be addressed in our goals over the next 6 months:

- The teams are floundering. People are leaving committees because they are not value, seeing it as a burden.
- The teams lack focus. They seem to be waiting for the steering team to ‘steer’ them.
- The set of attributes keep changing. The data warehouse team began with a list of characteristics they were handed at the beginning of the project but the teams have changed or added more. This is causing delays to the finished product.
- Being divided into the Macomb team, QC Team and Online team will cause our data to overlap and potentially give us skewed results. This is especially the case with the online and QC teams since so many QC students take 2+ online courses.
- The steering team needs to be smaller and needs to begin meeting bi-weekly from now on.

Conclusion: Responses to these challenges will be addressed in our goals for the next 6 months.

Time allotted | 15 Minutes | 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.

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<thead>
<tr>
<th>Action items</th>
<th>Person responsible</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>New meeting times for the Steering team will be sent</td>
<td>Debbie KM</td>
<td>6/19/2015 12:00 AM</td>
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