Attendees: Steve Calatrello, Heather Congo, Brian Gann, Debi Hendershot, Jennie Walts

Heather Congo confirmed that our coaches, Mary Fifield and Dawit Teklu will visit Calhoun on October 26 & 27, 2015.

The group discussed the agenda for July 28, 2015 meeting with the Core, Data and Excellence in Learning teams. Heather Congo suggested that the meeting take place in Health Sciences so we can move the tables into a "U" shape to help with the sharing of ideas and discussion.

We discussed what our next steps should be and what role each team should assume. It was discussed that the Data Team should look at the Implementation Plan to see what the measures are and what types of data will need to be collected so we can analyze the results. What does the Data Team want to do? Debi Hendershot stated that the team wants a defined task and then be allowed time to think it through to determine what factor(s) may make the most difference in achieving the desired results. The Data team could help to establish the benchmarks and the path to get us there.

An in-service survey was discussed. One purpose for the survey may be to get a baseline on what faculty and staff know about ATD. Jennie Walts will check on previous assessments of professional development to see what the results were. We also need to communicate to everyone at the college that when we ask for opinions via a survey that we are using the data to help us make decisions. This is a very different practice than what has happened in the past.

Dr. Calatrello asked about the survey that we want to send out after in-service related to how much employees know about the ATD initiative. Dr. Fifield thinks this is a great idea. We need to reiterate the initiatives and then send the survey to see if the message was received. We should also make sure that everyone knows what the initiatives are for the first year. We should talk about what can be accomplished during this time. The survey can help us determine if we are on track. We need to keep the survey brief, maybe 10 questions, that can be asked each year to help us track this information. Dr. Hendershot will work on creating a Poll Everywhere survey

The Core, Data and Excellence in Learning teams will meet again on July 28, 2015. The agenda for the meeting should begin with a review of the responsibilities of the Core and Data Teams. The bulk of the meeting should be devoted to the Excellence in Learning objectives and what needs to happen to meet the first year goals. Another item that needs to be reviewed is what generated the need for the Excellence in Learning committee; why do they exist. Dr. Klauber may need to speak briefly about how he envisions the interaction between the three groups. A schedule should also be created for the teams to update Dr. Klauber on a regular basis. These meetings should occur 1 - 2 times per month. Dr. Klauber should also be invited to our small group meeting so he can get a quick progress report. Jennie Walts will invite him to attend our July 8th meeting.

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Dr. Hendershot stated that there will be a webinar related to the data running through the Clearinghouse instead of institutions supplying it to ATD. She will share the link to the webinar with the teams and Dr. Fifield.

The college is working based on the five principles of ATD. ATD is working on a more comprehensive set of principles - there will be 7 capacities as an improvement upon the 5 principles. These will be unveiled at the Dream conference in February 2016,
Jennie Walts will follow up with Brian Gann on the folders for in-service. There will be a one-page summary of this year’s initiatives in the packet for all full-time employees and this sheet will also be with the T-shirts given to the adjuncts.

We discussed how to disseminate data to all faculty and staff. Dr. Hendershot is working on a "semester snap shot" that will be sent out to everyone to update on all initiatives. Brian Gann feels we need to develop the communication plan to update on specific items that are occurring with the ATD Implementation plan. It was decided that all information communicated should come from Dr. Hendershot’s office.

We also need to invite Donna Estill, Kemba Chambers, Thalia Love and Valerie Cox to our small group meeting to keep them in the loop and for us to receive updates on their specific initiatives.

**Action Items:**

Heather Congo - Faculty “faces” for Banners

Steve Calatrello - Student “faces” for Banners

Brian Gann & Chuck Holbrook - Verbiage for the Achieving the Dream one-page summary

Brian Gann - Folders for In-Service

Jennie Walts - Get professional development survey data from previous years

Invite Dr. Klauber to July 8th meeting

Invite Donna Estill, Kemba Chambers, Thalia Love and Valerie Cox to the standing Wednesday meetings

Janet Martin - Coordinate banners

Coordinate with Lanita - Picture

Coordinate T-Shirt and Wristband orders

**Agenda Item for Next Week’s Meeting**

Update Dr. Klauber on progress

The meeting was adjourned.

Submitted by:

Jennie Walts
Recorder