**AQIP Student Pathways**

**Meeting Notes**

**November 19, 2013**

**3:00-4:30 p.m.**

Attending: Lisa Novak (co-chair), Gail Bowman, Johanna Brown, Tammy Cummings, Philip Greenfield, Al Perry, Steve Robinson (AQIP Liaison) and Jason Slade.

Absent: Tom Saelens (co-chair), Regina Broomfield, Lisa Gonzalez-Gronauer, Teri Hill, Josh Illian and Bob Rentschler,

**Charter Finalization**

Steve provided feedback to the group on their final charter draft and made a few suggestions based on his review.

- The work done by the team and especially the subgroup who met several times to work on draft revisions is to be commended. The original draft document the team started working from in October was 14 pages long with broad categories and quite a lot of detail. The final product was succinct and well crafted. The team as a whole and the final writing team of Philip Greenfield, Al Perry and Erin Shirey did a great job.
- After reviewing the document Steve was able to make some pairings of similar ideas to help reduce the number of problem statements from eight down to three broad problem categories with the original problems statements listed under the categories, still keeping the ideas and opportunity statements exactly as written.
- In two cases (original problems 1 and 2 respectively), Steve suggested not including the statements. The first problem statement related to degree seeking students taking developmental courses falls under the purview of a current working group on campus, the Developmental Education Steering Committee. Steve also stated his belief that the second problem statement concerning applicants failing to enroll at Mott falls outside the boundary of a student pathways.
  - After discussion, the group decided to keep the opportunity statements under problems 1 and 2, moving them under new problem C, while still referring problem 1 to the Developmental Education Steering Committee through Johanna Brown, who also serves on that committee.
- Sherry will combine the latest charter draft with the final revisions made during the meeting based on Steve’s suggestions and send the finalized charter to committee members along with meeting notes. Steve will present the final version of the charter to the Executive Cabinet within the next two weeks. He anticipates it will be approved by EC.

**Next Steps**

The next steps in the PDCA Cycle are to (2) Define the Current Situation; and (3) Analyze the Current Situation.

**Define the Current Situation:** In this step the group will collect statistical data and information about the problems identified.

- Steve will work with Institutional Research to provide reports and data that is currently available for the next meeting. Reports available for review may include:
  - IPEDS reports
  - Achieving the Dram Fall-to-Fall Retention Rate Reports
  - Program Graduation Rate Information (if/when it is available??)
  - Other (?)
- Lisa discussed her interest in doing student focus groups. Dr. Fugate supports using student focus groups to gather information to be used by AQIP groups, but there have not been any focus groups done up to this point.
The use of focus groups to collect meaningful data involves a very specific science, and we have an IR analyst with training and past experience in forming and using focus groups.

Analyze the Current Situation: This step involves looking at and documenting the causes of the problems identified and quantified by the Student Pathways team. Once this step is completed the group will be able to develop improvement theories and present those to the Executive Committee.

Work to be Completed before the Next Meeting (Tuesday, December 3)
- Read the Finalized Charter Draft, Problem A. Be prepared to discuss data that should be analyzed and provide examples of where Mott is at in relation to the opportunity statements listed.