Members in attendance: Marvin Turk, Meng Vang, Frances Gusman, Darcy Kipnis, Bethany Matos, Tamara Ravalin, Karen Roberts, Milena Seyed, and Kristin Hollabaugh.

1. Logistics
   a. We discussed the plans for the Summit on May 7. It was decided we would see how the Summit on April 27 was organized, and we would have more information with which to prepare our information. In the meantime, we would use email to discuss and finalize the Power Point Slides.

   b. Evidence was discussed. There was several questions that needed clarification including how far back we go, how should it be organized, and what should be included? Kristin and Frances will bring up at Senior Management. It was decided for current purposes that we would look our standard from the following “snapshots”
      i. What did the Self-Evaluation Report say we were doing (corrections and omissions need to be addressed)
      ii. What did the institution do between when the report was turned in during the summer and when the team arrived in October
      iii. What did the institution do between October and February
      iv. What has the institution done since February

   c. The Excel spreadsheets for which each sub/sub-group is working on was discussed. Clarification regarding both standards and recommendation columns were addressed. By tracking both the standard and the recommendation for each action, the spreadsheet could be tracked either way.

   d. Student Area Outcomes were discussed. Kristin reported that these are being discussed at the District level and once Student Learning Outcomes are addressed, then Student Area Outcomes and Administrative Area Outcomes will be addressed.
2. Proposals from last RTF –
   a. TracDat Proposal – This was a formality only as it was one of the first proposals that went through the process. There were a couple things with the process that were revised. As such, the proposal was re-submitted. The software has already been purchased and this is for information purposes only.

   b. Training Site for TracDat on BB – The proposal was accepted, but the BlackBoard site will only be up until the end of the semester. After that, information will be moved to the external website so that (1) all information is in one place for Outcomes and Assessments and (2) all information is available to individuals regardless of access or knowledge of BlackBoard.

3. Follow Up/Update of our Proposals/Actions
   a. Proposal 3 Data Request – Online Student Population (Meng Vang, Milena Seyed, Marvin Turk) Reported that the subgroup is waiting on information from Computer Services. Meng will follow up regarding the data.

   b. Proposal 4 – Online Counseling/Rotating Picture (Meng Vang, Marvin Turk, Tamara Ravalin) Meng reported that he had been in contact with Dustin and that it was working. The subgroup will continue to work with Computer Services to monitor this and the Online Counseling Intake Form.

   c. Proposal 5 – Online Counseling Data Collection Point/Form Change (Meng Vang, Marvin Turk, Tamara Ravalin) This proposal is in place and is working. The Subgroup looked at the intake form on the website. Meng and Marvin will continue to work with Computer Services with the capturing of information.

   d. Proposal 6 – EIS Student Data Touchpoints (Kristin Hollabaugh, Jessica Figallo, Tamara Ravalin, Meng Vang) This work has begun. The Subgroup looked at the initial reports in EIS, but there is still work to be done so that some course locations are combined and not every location shows in the report as it is too difficult to decipher data quickly.

   e. Proposal 7 – IntelliResponse (Kristin Hollabaugh, Jessica Figallo, Darcy Kipnis, Bethany Matos) The telephone conference with Andrew Esteves of IntelliResponse took place on Tuesday, April 16. Kristin, Jessica, Bethany and Tim Hollabaugh were on the call. It continues to appear that IntelliResponse has little impact on Computer Services, since the site, maintenance and analysis is handled by the company. On Thursday, April 18, a telephone conference occurred with Denise Swett VP of Student Services of Foothill College. On the
call from COS was Darcy, Frances, Jessica, Kristin, and Bethany. Denise said that IntelliResponse has been very helpful in reducing telephone calls to offices (in some areas as much as 65%), but more importantly given 24/7 access to information. At Foothill, the process started out with Denise (who was Dean of Middlefield Campus at the time) and a small workgroup. After the initial process, it is managed almost entirely by one person who works with different areas of the College. Lastly, it was reported that the Proposal was being awaited.

f. Proposal 8 – Email Blast (Marvin Turk, Kristin Hollabaugh, Jessica Figallo, Tamara Ravalin, Meng Vang) Meng reported that he will be draft the email and send it to the subgroup for input.

4. Library Support Services
   a. Draft of Proposal 9 – A draft of Proposal 9 was discussed. There were several issues which needed to be addressed. At the current time, it was decided that the following departments would be included in the Proposal. They were: Learning Skills Lab, First Year Experience, MESA, TRiO, PASEA, SETA, Math Lab, English Lab, and the Library Instructional Media. Darcy would make the proposed changes on the draft, email it to the committee and it would be discussed at the next meeting.