Dream Team Meeting
April 15, 2020
11:30AM

Attendees: Dr. Valerie Wilson, Kyra Jerry, Kim Coker, Courtney Haygood, Lisa Holland, Marcus Copeland, Wayne Banks, David McLeane, Jenny Sanders, Sara Landaverde

Guest: John Grant, ATD Coach

Thoughts from John related to Intake Survey:

➢ Add a line that warms up the introduction for students.
➢ #3 - Switch around answers 2 and 3. List "obtain job skills" second and reword "parents required me to go"
➢ #5 - Duplicative for John's school. John's school is removing this question and relying on the "career goal" question for this information.
➢ #6 - Move "unsure" up to the first or second option.
➢ #20 - revise selections to read better. Word to find out how many students do not have computers or add a question to collect this information.
➢ #21 - Will combine "personal counseling" and "mental services" and re-word selection.
➢ #1 - specify "personal email" account

John talked through the intake survey process:

➢ What happens when the student completes the intake survey?
  o Committee decided to use the housing students as the pilot group for the intake survey.
  o Survey will be completed during mandatory housing meeting.
➢ How are the referrals created?
  o Determine which questions need a referral and how they would be handled (immediate to non-immediate).
  o Communicate to students how the results will be used and/or which questions they should expect a contact from someone at the College.
➢ How will departments get survey result information?
  o Will it go to team member(s) when survey is submitted or will results be compiled and then sent to team?
  o All questions do not require a response from someone.
  o Work with departments to identify how they will respond to students.
➢ Who will own the process of getting information to the applicable areas?
  o This needs to be assigned to someone/people (name).
  o Determine how often the information will be sent.
  ➢ What happens to the data?
    o Stored on Nasserver
  ➢ Who has access to data?
    o Does it need to be broken down by question and provided only to certain individuals by question?

- o How do we track referrals and student use of services? Connect this to student success rate.

Next Steps:

- Go through individual questions and identify referrals.