

**Dream Team
Meeting Minutes
Thursday, June 17, 2020
Time: 3:00pm**

Members Present: Jenny Sanders, Jodi Eppinette, Kyra Jerry, Kim Coker, Marcus Copeland, Sara Landaverde

Guest: John Grant, ATD Coach

The meeting was called to order by John Grant.

The meeting started with John getting feedback from SAUT regarding its plans for fall classes in light of COVID-19.

John will be sending an evaluation to the Dream Team to get feedback on the work that he has done with the College.

Suggestions that John provided regarding the referral process from student intake:

- Develop general rules for tracking student needs. For example, what are the expectations of identifying needs from intake survey?
- Develop process for making referrals and what those referrals will look like. How do the referral actions get documented in the student file?
- Be thinking about what data (qualitative and quantitative) we will collect at the end of the semester.
- Identify the turnaround time for responding to student needs.
- Flowchart the process (including timelines).
- Think about if we want as many referrals covered by one person as possible.
- Identify who's going to do what and when.
- What message will be given to students who will take the survey?
- How will we communicate this to the college community?