

Alignment Taskforce Meeting

Tuesday, May 2, 2017

2:30 p.m. – 3:30 p.m.

N-206

Minutes

Attendees: Patricia Hsieh, Gerald Ramsey, Daniel Miramontez, Jacque Honda, Xi Zhang, Paulette Hopkins, Briele Warren

Absent:

Items: **1.) Update on Project Past Due 3/30/17**

Hsieh shared her concern that the taskforce is behind, with the semester coming to an end. Hsieh asked if they were meeting the task goals identified in the plan in terms of the content expectation. Honda responded that she felt that the first phase was almost finished in terms of goals, activities, progress, and budget. They have looked at the data for SEP, SSSP, and BSI, and now need to figure out how close they are coming to achieving the goals for the plans of the last two academic years. The data was brought to every group (BSI and SEP/SSSP). Hsieh mentioned that they were not looking at the quality of the data as much as whether or not they were meeting the intent and product that was needed by March 30th. Miramontez responded that there was a significant analysis on SEP, SSSP, and BSI, but it included an analysis per project, not a crosswalk. Hsieh agreed, and stressed that a crosswalk needed to be identified and developed. Unless this was in place, the second phase task goals identified in the plan could not be met. What was needed to complete the first phase? Honda noted that she listed the goals that intersect across the three plans. Zhang responded that sufficient information has been collected, but that the questions mapped to the objectives needed to be answered. Hsieh continued to emphasize that the objectives on the original spreadsheet sent by Zhang needed to be addressed.

Hsieh asked the group to work together to make sure the specific task goals have been completed, and to better organize the information for the readers. Miramontez agreed that the elements of the existing content needed to be more clearly organized to show that it addressed the questions of the original spreadsheet. Hsieh asked Honda to take the lead, and asked if she could provide any assistance to Honda and the rest in assisting with the task completion. No concerns or requests for help were voiced.

2.) Progress Made on Project Due 4/21/17

Hsieh asked if anything had been done for the items that were due on April 21st, and stressed that they needed to catch up. No responses were received.

3.) Challenges

Hsieh asked what the challenges were, and if there were any, to please let her know how she could help. No one voiced any challenges or asked for assistance.

4.) Next Project Due Date: 5/12/17

Hsieh said the next project due date is May 12th, per the original spreadsheet.

Hsieh asked for a summary report with supporting documents of all of the completed task goals to be provided prior to Monday, May 8th (the full Alignment Taskforce meeting).