

Methods and Metrics Committee Minutes
 November 4, 2021
 12:50 - 1:50 – Zoom

	Members	Guests
X	Paola Barrera, ASRCC	
X	Ben Vargas, Student Services	
	Paul Richardson, Chemistry	
X	Brandon Owashi, IE	

1. Discussed what occurred in the GEMQ, TLLC, and Student Equity Committees during their previous meetings
 - a. Many of the Leadership Councils meetings were focused on Prioritization.
 - b. The Student Equity Committee is working on coming up with a common definition for Student Equity that can be added into RCC’s Data Element Dictionary for reference

2. ASRCC Share-out
 - a. New senators were selected for the academic year
 - b. ASRCC is using an app to notify students of upcoming events. Early feedback is that the app has been very successful and could be a good way to communicate with students.
 - c. Recent events:
 - i. Homecoming week
 - ii. Week of Scare (Halloween)
 1. Had over 20 participants in the costume contest
 2. Held a Dia de los Muertos event
 - iii. Senate Corner/Tiger Pride event
 - d. Upcoming events:
 - i. Veteran’s Day Gallery display in Hall of Fame on November 9-10 from 9:00-4:00
 - ii. Honoring veterans at the November 13th football game
 - iii. Day of Thanks meal (9/18 from 3:00-6:00)

3. Data Coaching
 - a. Planning for the Winter 2022 training session
 - b. In the initial phases of recruitment for the Fall 2022 cohort
 - c. In discussions about starting a “short-term” data coaching program specifically for Engagement Center coordinators.
 - i. Important to keep the Educational Advisors in the loop so that they can help with the transitions between Engagement Center coordinators

4. Strategic Plan Strategies
 - i. The summarized strategic planning goal strategies were shared at GEM-Q and we are waiting for feedback.

5. Discussed Potential Next Projects
 - a. Student Activity Tracking System (e.g. Engagement Center, Resource Center, etc.)
 - i. Priority #1

- ii. Prioritized because we would like the student perspective (our ASRCC rep will leave the committee after this term).
 - iii. This is a broad project that affects many areas but will likely be addressed soon with the implementation of the new ERP. We would like to provide our input so that the solution that is selected has the capabilities to collect the data we need to answer our questions and to track area usage effectively.
 - b. Research 101 Handout/Infographic (focused on Power BI)
 - i. Priority #2
 - c. Create process to monitor, track, report, and analyze FTES that includes definition of terms and metrics, identification of reports and resources and guiding questions and analysis.
 - i. Back burner
 - d. Define the student onboarding process using process maps to determine where student decision points exist and the resource needs of students at each decision point
 - i. Back burner
 - ii. Need to reach out to Monique Green to see if this is a need or of interest from the Guided Pathways perspective
- 6. Student Activity Tracking System
 - a. A plus Attendance is a potential solution
 - i. Check with Thea Quigley to see if this solution was just brought up or if there are serious discussions about purchasing it
 - b. Solution Needs
 - i. Students often come to Resource Center in groups, which can create lines as students wait to use one check-in station
 - 1. It would be useful if students could “pre-order” items and then scan their ID card or use a QR code to quickly pick up their items
 - ii. Need to track day/time services are used to determine if there are peak times or when specific items need to be ordered
 - iii. Resource Center needs to be able to track by each resource provided (food, toiletries, school supplies, etc.) to help with order and supply
 - iv. Need to be able to track the total amount of time student spends in center
 - v. Need to be able to track when student uses multiple resources (especially if spontaneous) during one center visit
 - c. Next Steps
 - i. Need to research what each department/area would like to track and what solutions each area is currently using to track student activity
 - ii. Need to come up with an estimated budget for solutions to determine what is feasible