**ARC Meeting Agenda **

Date: June 13, 2016| Begin: 1:00 | End: 2:20| Location: CC 126 **Timekeeper**: Chris **Recorder**: Laura

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| **In Attendance** | | | |
| Matthew Altman | Larry Cheyne | Kara Leonard | John Phelps |
| Josh Aman | Jaime Clarke | Laura Lundborg | Tara Sprehe |
| Dustin Bare | Bryan Fuentez | Jim Martineau | Ryan Stewart |
| Carol Burnell | Darlene Geiger | David Miller | Chris Sweet |
| Alexa Carrera | John Ginsburg | BJ Nicoletti | Stacy Yanez |
| Adriana Castillo |  | Suzanne Munro | Guest: |

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| **Data Dashboard (Dent, Dive, Dig) and Pre-Work** | | |
| **Data Dashboard** | | **Meeting Pre-Work** |
| Element (TBD) | Data |  |
| Element (TBD) | Data |
| Element (TBD) | Data |

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| **Agenda** | | | | |
| **Topic/Item** | **Presenter/**  **Subcommittee** | **Allotted Time** | **Key Points**  **Provide 50 words or less on expected outcome** | **Next Steps:** |
| Review and Approve Minutes | Laura | 5 min |  | What:  Who:  When: |
| Policy Updates | Leads/Subcommittees | 40 min | ISP/ARC Standard/Policy update and summer work (Tara update group from mtg. w/Sue). Subcommittee needed for work over the summer.  Respond to John’s question regarding how the College is notified of new/updated policies. (All)  DRC Policy update (Christina/Dustin)   * Do we need a policy or statement that refers to video recording? Existing policy does not explicitly state that you cannot video record people without their consent. * Show changes to existing policy   (Deceased Student): Added review date and maintained by.   * Approved!   Speech Policy Review Update after College Council first reading (John/Matthew)  First reading of Identity Fraud (Ryan) | What:  Who:  When: |
| Proposed Summer Dates | Ryan | 5 min | Tara will send appointments for July 11 and August 8. We will resume our regularly schedule meetings the second and fourth Mondays beginning October 10. |  |
| SENSE Data | BJ/Bill | 30 min | In place of Data Dive   * If there are areas of interest that ARC wants to explore, send to Tara for next meeting’s agenda   Data Dive- Move to June 13 May 23– More retention, term-to-term by specific groups  Future:  Number of applicants (admission)  Number of financial aid applicants and those receiving aid | What:  Who:  When: |
| Retention Strategies | Group | 15 min | Begin discussion of whether we should no longer allow students to withdraw from all of their classes without talking with someone. What are the ramifications of this?   * New student planning software might be used to support this * Subcommittee needs to be formed (Dustin to lead; Ryan, retention counselor?, Jaime, John P, Kara) Will likely meet at end of June; BJ/Bill to send existing data/numbers * BJ has data on number of students who drop all classes – will send to Dustin |  |
| Future Agenda Items | TBD | TBD | Future Agenda Items   * Sub-committee reports (LEP, other. See Laura’s notes) | What:  Who:  When: |

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| **Policy Tracking** | | | | | |
| **Policy** | **Lead/Sub-Committee** | **ARC Review** | **Comments** | **Last Action/Next Steps** | **Approval Date** |
| Accommodations | Dustin/DRC, AFaC AD | Completed | None | This is now at Faculty Senate (May 25) | ISP: April 8  General Counsel:  College Council (1st rdg.):  College Council (2nd rdg.):  President’s Council: |
| ID Card Verification | Chris | Draft Created | Chris | ARC to review in October. |  |
| Sex Offender | Tara/BIT members | Completed (?) | None | Tara and Matthew to Meet | ISP: N/A  General Counsel:  College Council (1st rdg.):  College Council (2nd rdg.):  President’s Council: |
| Student Type  (deemed not a policy but take through council process) | Chris/Bryan, Dustin, BJ, Larry, Tami | First Reading  Second Reading | None | Chris and team to develop next steps: identify colleague field and create path/documents for staff/students to use. Then take to appropriate councils. | ISP: N/A  General Counsel:  College Council (1st rdg.):  College Council (2nd rdg.):  President’s Council: |
| Deceased Student | Ryan/Tara | Completed |  | Completed | ISP: N/A  General Counsel: N/A  College Council (1st rdg.): 3/18  College Council (2nd rdg.): 4/15  President’s Council: N/A  Approved: 4/15/16 |
| Student Email | Ryan/Tara | Completed |  | Ready to move to College Council | ISP: N/A  General Counsel: N/A  College Council (1st rdg.): TBD  College Council (2nd rdg.):  President’s Council: |
| Free Speech | John/Matthew | First Reading  Second Reading | See Document | Run by general counsel and then bring back to ARC for final reading. | ISP: N/A  General Counsel: Yes  College Council (1st rdg.):  College Council (2nd rdg.):  President’s Council: |
| Enrollment Policy (Checking ID) | Darlene/Chris | First Reading  Second Reading |  | This is to address confusion regarding when picture ID is required for a transaction. | ISP:  General Counsel:  College Council (1st rdg.):  College Council (2nd rdg.):  President’s Council: |
| Military Deployment | Chris | First Reading  Second Reading | Create in Summer 2016 | For ARC review in October. | ISP:  General Counsel:  College Council (1st rdg.):  College Council (2nd rdg.):  President’s Council: |
| Academic Standing | Dustin/Jim, David M., Ryan | First Reading  Second Reading |  | Tara – see notes from Laura | ISP:  General Counsel:  College Council (1st rdg.):  College Council (2nd rdg.):  President’s Council: |
| Late Policy Work | TBD | First Reading  Second Reading | Should start with ISP |  | ISP:  General Counsel:  College Council (1st rdg.):  College Council (2nd rdg.):  President’s Council: |
| Religious Holidays | TBD | First Reading  Second Reading |  |  | ISP:  General Counsel:  College Council (1st rdg.):  College Council (2nd rdg.):  President’s Council: |
| Identity Fraud | TBD | First Reading  Second Reading | Ryan created a draft | ARC to review on May 23rd | ISP:  General Counsel:  College Council (1st rdg.):  College Council (2nd rdg.):  President’s Council: |

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| **Notes to Self** | **Deferred/Future Items** |
| Our criteria for determining work:   1. Multiple sources recommend it (Degree Matters/SENSE/CCSSE, EAB, O’Bannion, Clarus, other) 2. Greatest impact on retention 3. Related to State or Fed. Accountability 4. Fit in “best practice” findings 5. Complexity – interconnected – time bound 6. Recommendations for Master Blueprint 7. Expert assessment (Clarus, AACRAO) 8. Scale possibilities (p/t, f/t, dev. ed.) 9. In progress (low hanging fruit, easy to knock out)   Success Indicators:   * Retention * Persistence * Transition * Completion   (difference between retention and persistence?) | For Enrollment Planning (when we get there): Metrics conversation: Which “needles” are we trying to move? CSSE, SENSE results   * What are our enrollment projections? * What markets do we need to further tap into? * In what demographics do we expect to see an increase or decline in enrollment and why? * What recruitment and retention strategies do we need to expand or employ? * What systems should be addressed (e.g. education planning) * Student based technology needs * What are the highest priorities for recommendation/implementation? |