**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 groupsFuture: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
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| 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 8General 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/AGeneral 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 | [x]  First Reading[x]  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/AGeneral Counsel: College Council (1st rdg.):College Council (2nd rdg.):President’s Council: |
| Deceased Student | Ryan/Tara | Completed |  | Completed | ISP: N/AGeneral Counsel: N/ACollege Council (1st rdg.): 3/18College Council (2nd rdg.): 4/15President’s Council: N/AApproved: 4/15/16 |
| Student Email | Ryan/Tara | Completed |  | Ready to move to College Council | ISP: N/AGeneral Counsel: N/ACollege Council (1st rdg.): TBDCollege Council (2nd rdg.):President’s Council: |
| Free Speech | John/Matthew | [x]  First Reading[x]  Second Reading | See Document | Run by general counsel and then bring back to ARC for final reading. | ISP: N/AGeneral Counsel: YesCollege 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?
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