

**Meeting Date:** June 13, 2016

ARC Meeting

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| Present: | Tara Sprehe – Chair, Josh Aman, Dustin Bare, Carol Burnell, Jaime Clarke, Kara Leonard, David Miller, BJ Nicoletti, Ryan Stewart, Chris Sweet |
| Recorder: | Laura Lundborg |

Tara opened the meeting with a review of the minutes. BJ asked to have the SENSE Benchmark Results link in the minutes; Laura will add that. No other changes made and minutes were approved. The group reviewed policy and process updates and looked further into SENSE data.

**Policy Updates –** Tara followed up on questions from the previous meeting about who is responsible for disseminating and storing policies and processes. She let the group know that a project is in the works for a Web page that stores all policies and processes. She asked the group where they would like to see the page on our Web site. It was suggested to put them under the homepage tab College Information and have a link in the portal that directs students and staff to the Web page. The group thought it was important to have the Web site list the last date of update and/or a message about what documents are new. As far as who is responsible to disseminate and to whom, options are still being considered.

Tara will talk with Sue and work with the subcommittee over the summer to make sure that there is consistency between ARC and ISP. ISP has assigned a numbering system for all policies and processes.

Chris Sweet attends both ISP and ARC and will update each committee on the progress of the other.

The DRC and Speech policies will be reviewed at a future meeting. Christina Bruck will need to attend to answer questions on DRC and John G. will share his updates from the College Council reading.

**Identity Fraud/Theft Policy and Process** – Ryan presented the first reading of the policy and process with the group. He researched other school policies and the Federal Trade Commission information on identity fraud and theft issues.

Discussion: the group decided this process should focus on theft only, not fraud. The student handbook warns against committing fraud. This policy and process will explain what steps a student should take if they are a victim of identity theft. It was suggested to add a note about fraud being addressed in the handbook.

It was suggested that the process ends with the student receiving a written notice when the college investigation of theft is complete.

Decision: Ryan will bring the policy and process back for a second reading.

**SENSE Data** – BJ reviewed [SENSE Data](file:///\\clackamas.edu\Data\Depts\ARC\Agenda%20and%20Minutes\2015-16\5.23.16%20Handout_SENSE%20Benchmark%20Summary.pdf) in further detail and made suggestions on areas that ARC may be interested in focusing efforts.

* **Academic and Social Support Network** –
  + *18l: instructors clearly explained academic and student support services available at this college.* The college has put efforts toward increasing this result since 2012 and BJ recommended continuing efforts in the 2016-17 academic year. It was suggested to discuss ways to relay information to faculty to get their support in this effort, including training instructors that may not be aware of all resources.
  + *18m: instructors clearly explained course grading policies*. It was suggested that this result may improve in 2016-17 with the change to registration; students will not be able to register after the first day of class. The lower numbers in previous years may be due to students starting class after the instructor explained the policy on the first day.
* **Early Connections** –
  + *18i & 18j: the college provided me with adequate information about financial assistance* and *a college staff member helped me determine whether I qualified for financial assistance.* The group would like a breakdown of data results to include detail such as the number of responders who are in evening classes, part-time, age, etc.
  + *23: a specific person was assigned to me so I could see him/her each time I needed information or assistance.* We are well below state and national results. Tara advised that we currently we do not have the resources available to assign students to specific advisors.

**Meeting Materials/Handouts –**



**Next Meeting –**

July 11, 2016

1:00PM-2:30PM

Room: CC126