

**Meeting Date:** August 8, 2016

ARC Meeting

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| Present: | Tara Sprehe – Chair, Matthew Altman, Josh Aman, Bill Calabrese, Jaime Clarke, John Ginsburg, Donna Larson, Kara Leonard, Jim Martineau, David Miller, Suzanne Munro, BJ Nicoletti, Ryan Stewart, Chris Sweet |
| Recorder: | Laura Lundborg |

Tara opened the meeting with a review of the minutes from the previous meeting. No changes made; minutes approved. The group reviewed policy and process updates and the year end student engagement survey.

**Email Use Process for Employee –** Ryan shared updates made based on prior reading comments and suggestions. Under Section1 he made changes to who can authorize group emails.

Under Section 2, the third bullet, he clarified that classroom email is CCC email, not secondary email. Under the fifth bullet, he added language about personally identifiable information along with confidential information. The group agreed that the Student ID is allowable in the body of an email, not the subject line. Kara asked if this bullet is only in regard to replying, not initiating emails to students. Ryan will update the process to add a bullet about initiating emails, or reword the fifth bullet to reflect each situation.

Under Section 3, the group suggested changing the wording to reflect what the college expects of students.

The appendix will be moved to a separate document. Ryan will bring the documents back for an additional reading.

**Email Use Process for Student –** Ryan shared updates made based on prior reading comments and suggestions. Under Section 4, he added recommendations and examples of secondary email addresses.

Under Section 5, he added information on how to forward email from a CCC account to a secondary account. If students want to reply to email forwarded to the secondary account they must log back into their CCC email account to do so. He also added information warning students to be cautious of phishing scams.

**Policy and Process Update –** Tara reported that theRecording Audio Policy, Email Use Process for Student, and Free Speech Process are ready to be sent to College Council. ISP and ARC policies and processes are now being categorized with numbers.

**Data Dive** – BJ and Bill made suggestions for focus and reviewed a recent survey of students.

* **Next Steps –** BJ asked the group to consider the following when they decide on populations of students to focus retention efforts on. Our biggest challenge is part-time students, particularly on service/support areas outside of the classroom. Also, the first-time students, in and outside the classroom are at risk. Students less than 24 appear to be at risk of dropping out mid-term. Tara suggested that ARC provide guidance and recommendations to the college to reduce the amount of ‘students gone missing’.

Discussion: the group discussed the different populations and ideas that may help with retention and completion, such as notifying faculty which of their students are part-time. It was suggested to split the population of students gone missing into two categories. They typically drop by week two or week six; retention efforts can be modified for each group.

* **End of Year Student Engagement Survey –** BJ provided background on why this survey is compiled. She asked the group to think about who should receive the data results. Student engagement is done through CCSSE and SENSE at a national level and we add their results with our own survey. It was developed through Transfer and CTE core theme team. The survey shows how students engage in use of resources and their concept of how we as faculty and staff engage with them.

Bill provided some of the survey results. The majority of the survey questions were asked of all students. The survey then asked specific questions about resources depending on whether the student was a transfer or CTE student.

The survey includes each student’s ID for follow up opportunities. We received about 600 response. About 200 students identified themselves as transfer students and about 100 CTE students. Results show that about 10% of students are here to explore.

* + **Transfer Students** – many students are not aware of resources that are available. The results do not show a significant difference between full-time and part-time students; full-time are a little less aware, but not much.
  + **CTE Students** – students tend to use the catalog as a major resource.

Discussion: the group talked about how things will look in future after collaborative advising goes into effect. Bill advised that this will be a good thing to keep in mind when reviewing future survey results and statistics.

**Next Meeting –** the group would like to cover the following information in the next meeting:

* Updates from subcommittees.
* Decide how to assist with the Students Gone Missing populations.
* Talk about how we help students find the resources they need. Currently, we are not consistent with department titles and how we refer to certain resource areas when directing students. We can focus on making that consistent among faculty and staff and informing people where resources are and when to refer them.
* John Ginsburg will share recent survey results that may be helpful for retention.

The next meeting is scheduled for:

October 10, 2016

1:00PM-2:30PM

Room: CC126

**Meeting Materials/Handouts –**

  