

**Meeting Date:** November 14, 2016

ARC Meeting

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| Present: | John Ginsburg – Chair, Ervanny Ariel – ASG Member, Josh Aman, Dustin Bare, Christina Bruck, Carol Burnell, Donna Larson, Kara Leonard, Jim Martineau, David Miller, Suzanne Munro, BJ Nicoletti, John Phelps, Tara Sprehe, Ryan Stewart, Chris Sweet, Ryan West |
| Recorder: | Laura Lundborg |

John Ginsburg opened the meeting with introductions and reviewed the primary responsibilities of ARC. The meeting agenda will cover:

* **Just-in-time issues**: Alerts that represented departments might need to be aware of related to access, retention, and completion issues.
* **Policy Updates**: Chairs of sub-committees present policy drafts for group discussion, or give updates of College Council presentations. Also, newly identified policies (by Gap Analysis sub-group) are introduced and farmed out to sub-committee for policy development.
* **Big-picture brainstorming**: “White board” discussion of ideas to help with access, retention, and completion. Ideas that arise either get picked up by responsible department, or to a sub-committee if there is a need to involve more than one department in these projects.

**Just-In-Time Issues**: the group shared current happenings and concerns.

* Dustin – currently piloting the Student Planning software program. Faculty and staff will be trained prior to the system going live to all students.
* Jim – registration starts November 15th. He asked that faculty and staff watch for students that may need assistance with the process.
* BJ – about 1400 responses were received for the Student Early Year Survey. The majority of responders were transfer students, but we received a decent response from CTE (approx. 360) and exploring (approx. 160) students.
* John G – summarized Joanne’s email reminding us of our calling to serve the community and be of aid to our students. The current climate following elections requires us to be mindful of our students’ needs. We have reports from students that are in fear. Students that have concerns can contact Campus Safety and/or the Counseling Department. Carol reported that there are two workshops for faculty relating to the topic this Tuesday and Friday.

**Policy Updates**: the group reported on policies and processes listed on the ARC Efforts Tracking document.

* **Recording Policy** – on the calendar to review with ISP. It was asked if this should become an ISP policy. This policy relates to both ISP and ARC and should be reviewed by both. Once ISP has reviewed, it will be taken to College Council by ARC. It was clarified that this is not an appendix to the Accommodations policy; separate policy.
* **ID Card Verification** – Chris will begin the draft and present to ARC in the near future.
* **Sex Offender Policy** – Matthew and Tara are finalizing changes. Next step is College Council.
* **Student Type** – This document defines student types that will be recorded in Colleague to assist in the online orientation process. The student type will determine what process the student must take, if any, for orientation. It can be removed from the tracking sheet since it is not a policy, but part of the admissions process.
* **Deceased Student Polic**y – This policy is complete. Ryan W, chair of the policy subcommittee, will assign a policy number.
* **Student Email Policy and Process** – The policy is complete. The process went to College Council and received multiple suggestions. Ryan S handed out drafts. Since the initial reading was completed last year the revised document should go back for a normal two readings. Tara would like a group to work on this – Ryan W, Ryan S, BJ and an ASG student volunteered. The process document will be brought back to ARC for a final reading then sent to College Council by February.
* **Campus Speech Activities (noted as Free Speech on tracking document)** – The policy went to College Council and is finalized; Ryan W will assign a policy number. John handed out the process document and would like feedback sent to him. The process document will be housedin the Student Leadership and Engagement Department.
* **Enrollment Policy (Checking ID)** – This policy addresses what services can and cannot be provided without checking ID. Chris will bring the policy to the group for the first reading within the next month.
* **Military Deployment** – Chris will draft this policy. Dustin said ISP might be interested in this because they have a policy on completion windows for degrees. Deployment may be an exception to the completion policy.
* **Academic Standing** – Note: this is different than Satisfactory Academic Progress. Dustin is working on a draft process document (rather than both policy and process) since the catalog reading is considered policy. The group agreed that this will be moved from the policy tracking list to the Subcommittee and Workgroup section.

Discussions – It was asked how we prioritize policy work. The policy subcommittee will prioritize. John reviewed the templates for policies and processes. Policies are brought before College Council; however, processes are not required to be presented unless ARC feels the need to.

**Subcommittee & Workgroup Updates –** the group only had time for one subcommittee update.

* **Limited English Proficiency (LEP)** – Suzanne reported that this group was created based on the 2012 Civil Rights Review recommendations for corrective action.
  + If the College’s service district has a certain percentage of residents that are non-English speakers the College must translate essential college info to be published and displayed. We need to provide a plan and implementation date. BJ suggested to find out new threshold criteria for this project. Tara suggested that Spanish and Russian translations should be something we provide regardless of the recommendation.
  + The number of non-English speaking students in CTE programs must be documented. BJ advised that we do not currently track this data. The State has suggestions on how to go about this; that would be a good place to start on this project.

**Next Meeting –**

November 28, 2016

2:00PM-3:00PM

Room: CC126

**Meeting Handouts –**

 