ARC Meeting Minutes

**Meeting Date:** March 13, 2017

**Present:** Dustin Bare, Kara Leonard, Chris Sweet, John Phelps, Max Wedding (Recorder), Josh Aman, Suzanne Munro, David Miller, ASG Student, Ariel Mead, Donna Larson, John Ginsburg, Christina Bruck, Bill Calabrese

**Just In Time issues**

Financial Aid

John Ginsburg opened the meeting by reading an email from Ryan West, who couldn’t be present, regarding the IRS data retrieval tool being non-functional. There is not much to do except be aware that the process might take longer and be a barrier for students. Dustin Bare reminded the group to send students to the FAFSA Lab for help.

Josh Aman asked for clarification on whether students could submit a tax transcript, which they can by hand, just not automatically. Dustin reaffirmed the message to send students to the Financial Aid office with questions. John Ginsburg reminded the group that Financial Aid is short-staffed at the moment as well.

Spring New Student Orientation

John Ginsburg informed the group that the New Student Orientation for spring term is one week from the coming Friday. Ryan Stewart is leading the organization effort. The schedule will likely be changing because of low attendance, so those with tables should be cognizant not to overwhelm students. Chris Sweet said to look out for an email regarding presentations later this week.

Donna Larson asked if there was a Title IX session. John G responded no, but there is a table during the resource fair. Dustin informed the group that there is a section for Title IX during online orientation.

PA, ASG Applications

John Ginsburg informed the group that Peer Assistant and ASG openings are available through spring, but that needs exist prior to spring as well. Josh Aman asked to confirm that 6 credits is the minimum for this program, which John confirmed. Ariel reminded the group that ASG members have to be enrolled in at least 8 credits for HT, 10 for FT.

Student Planning Update

Dustin Bare alerted the group that Student Planning is now available in myClackamas for all students. For now, we are undergoing a “soft launch” and haven’t communicated to students yet to keep from confusing students with spring registration. However, for those that navigate to the software, a Quick Use tool is available. Will communicate to all students over spring break, with a major campaign beginning April 10. This will allow various staff groups to utilize it between now and then.

The team is still working on access for staff and faculty, but will be working on rolling out various communications pieces to staff and faculty over the next few weeks and months. One of these communications pieces is that prerequisites are being enforced for the first time.

Dustin showcased various screens in Student Planning. John asked if the group could change the name in myClackamas to better align with what students see when they open the program; Dustin and Max said they would look into it.

John Phelps asked how courses are determined to have which passing grades; Dustin answered that that is decided through the Curriculum office. For which courses are D’s passing grades? If prereqs are being turned on, need to determine if those are appropriate. This also presents an issue with Financial Aid, graduation, Academic Standing. John P asked the students if they feel successful after earning a D and moving on; Arial said no. Dustin will connect with Dru Urbassik and figure out what courses allow D’s as passing grades.

Multicultural Center

Xiao Tan is the new admin assistant for Multicultural Center. They will be helping create a video for the You Are Welcome Here campaign for international students. John P asked what the timeline is for releasing this video; John G said that they are hoping in the next month and a half or so. John G then shared one of the videos to the group.

**Policies**

Expressive Conduct Policy changes

Josh Aman brought a few copies of questions and clarifications, will send out an annotated version after this meeting. A concern arose regarding where and how a community member might utilize the Problem Resolution Form should they disagree with how this policy (among others) was implemented. This form might need revision to make it more accessible for non-students. John P reminded the group about the various safety concerns, such as evening classes. John G said we will discuss these concerns with Pete Katrandtieff next meeting.

Identity Theft Policy review

Kara Leonard walked the group through ARC policy 603P, which is currently not a red flag policy. Donna Larson thinks that red flag is a mandatory policy; Kara will connect with Chris Robuck to check if they have a policy. If we do have a policy, Kara will link to it in this document in addition to the FTC. If there are suggestions regarding wording in the policy or procedure, especially the last sentence, email Ryan Stewart. Kara will check on additional policies to help inform these documents.

**Big Picture**

EYES Results

Bill Calabrese introduced the EYES results. One major thing to take away: Early students and exploring students aren’t necessarily getting the same experiences or information that other students are getting, nor are they engaging in services or college as robustly as students who are farther in their careers. However, overall, the data are not alarming. Bill will send the Executive Summary to ARC.

John G noted the 50% of students who struggle to afford college. Ariel echoed this sentiment and shared an anecdote about affording books and materials. The group is looking forward to seeing completion and success rates for students based on their answers in both this and the spring survey data.

Please direct questions and comments about the survey to Bill Calabrese at william.calabrese@clackamas.edu. Feel free to send along ideas for items you might like to ask about and track on the End of Year Survey coming up in Spring 2017.

Next Meeting: April 10.