

Access, Retention & Completion Committee Meeting Minutes

Date: October 23, 2017 / 1:30-3pm / Location: CC126 / Recorder: Tami Strawn

Pre-Work

COMMITMENTS				
Date	Who	What	Promised To	When

Topic/Presenter	Minutes
Introductions / All	There are a couple of faculty members that no longer are able to continue. We put a call out for PT faculty. Also need an AFaC Faculty representative but haven't come up with anyone yet. Let Tami or John know if you have any suggestions.
What is ARC? / John G	Clackamas has not done a good job of writing things down. ISP looks at policies that address things in the classroom. This group could be a sounding board of ideas that would increase the access, retention and completion of students. Need both faculty and service areas in the same room. Last year did a lot of talking. Not much to show of what was discussed. This term our mission is to hone in on the policies. We have a lot of unfinished business in regards to policies. Need to put the other stuff on hold to finish what we started.
Process for how a policy is approved / John G.	Process was sent out with agenda. John pulled a steering committee together that is mostly made up of the service directors of AFaC. The steering committee will do most of the work on a policy before it arrives at ARC by drafting a version to bring to this group. This group would make changes/edits/suggestions.

	<p>If a policy overlaps with ISP, it leaves here and goes to ISP. If a lawyer needs to overlook a policy, it will go to Alissa. A proposed policy needs to go through CC for 2 readings. CC is not the approval body. It's more like a town forum where you can ask questions about it. There are many people from different places across campuses in the room. The ultimate approval body of ARC policies is PC.</p> <p>John asked PC how they want to approve ARC policies. They would like them sent to be on their consent agenda item. If they want to discuss it, then can get back to us. If it's a small change, it will be emailed out to all in ARC. Then it goes to CC for a second reading. Then back here to ARC for a final reading.</p> <p>The only thing that gets approved is the policy. Behind the policy is a procedure about how the policy is enforced. CC has said they don't need to approve the procedure. The procedure can change with this group. People will ask procedure related questions at CC.</p>
<p>Review of sample Policy and Procedure / John G.</p>	<p>Deceased student policy/procedure 401 & 401P: Policy is very short. Approved prior to him chairing this group. Process gets more specific about who involved at college, things that can be done, etc.</p>
<p>Current status of policies-in-progress / All</p>	<p>Where do the numbers come from? John met with Sue G. Numbering system set up by ISP. 6 categories. Most ARC policies in 600 level - Student Rights and Responsibilities.</p> <p>Group went through the policy tracking 17-18 document.</p> <p>Where do policies live? Will be posted on the internal myClackamas page. Should be forward facing so anyone can find them. COCC has policies on their website that are easy to find and well categorized.</p> <p>Sex offender policy going back into the hopper. Needs to be redone.</p>
<p>Upcoming meetings and which policies will be completed during them. Additional discussion-information / John & All</p>	<p>Does this committee have a charter? There is one if you look on myClackamas, on the committee webpage. The charter needs to be redone. It's vague, and doesn't adequately address what the group has evolved into, and what it does and can do. We all can review the charter and come back to the next meeting with suggestions. Maybe start the conversation electronically?</p> <p>Steering committee: John, Max, Tami, Karen, Chris and Dustin.</p> <p>How often will the ARC policies be reviewed? ISP is on a 3 year review. Might do a little differently the first round of ARC policies since they are all going to be coming at the same time. We need to stagger them.</p>

Once we have it in place how do we know if the policy is what we thought it would be? Faculty on the ISP side give feedback if not working. How would we know if they work? Does maintained by fall to a certain office? Use ASG as a sounding board for students. Send to ASG to review.

Should we have someone from Marketing as part of the committee? Add Lori.

How about representation of the group? Are we missing any aspect of campus? PT should fix itself – just waiting on a reply from Leslie. Have AD's of A & S and TAPS. Anyone from ITS or Campus Services? Bring Phil in? Come in on an adhoc basis? Campus Safety side not a bad idea to have someone here. Talk about enforcement. Nice to have something written. If Darlene isn't included someone from Workforce or GED?

The name doesn't grasp what this committee is. Name change?

Steering committee meetings are set between ARC meetings.

People interested in working on the mission and charge – Lisa, Jim, Ryan, and John G. Talk about charter next meeting.

4 policies will go to PC then back to ARC for final approval:

- ARC 601 – Expressive Conduct
- ARC/ISP 640 – Academic Accommodations
- ARC/ISP 641 – Service Animals
- ARC/ISP 642 – Personal Audio & Video Recording Policy

Issues to talk about in this group:

- Hearing about issues for tutoring / budget. Students failing classes. Who's responsible for tutoring? Hearing from DRC students. Computer/mechanics/EMT – where does the budget come from? Students getting stuck. Deans would be decision makers. Learning Center has a limited number of funds.

World Languages has lots of money but limited services. Not using tutors because they didn't need them or hours that limited number of tutors are available. Free tutoring – pay for out of student funds. For years used most of it up not anymore. Not being able to make it during times when tutors are available. Or students don't need tutoring right now.

Where does this issue go now? Goes to Leadership Cabinet. This hurts the retention of students. Someone needs to bring it to them. John will carry forward.

Scholarship applications – John P – retentions – so much money in scholarships. Can't get students to apply. Why, to complicated, do they know about it? John P passionate about this topic. FYE covers at some point. Ryan sent out to students. Getting students started on the process. Education on letters of reference. Jairo – come into the school without using the email. Idea of asking for recommendations – don't believe in themselves, how would anyone else? Need more encouragement – writing out a summary of what you need the money for? Someone to write enough or shorten to fit in the box. All starts with the student. Email – navigate will help.

Kara, Max and John show this group Navigate. Questions arose on how different areas spread information to students. Randall puts it on whiteboard. Text info to student. It's now on their phone. Didn't check my email. Communication piece is a huge thing. Connection with flash alert. Look at text message programs. Piloted this winter.

Next meeting 11/13.

Upcoming Meetings	Start Time	End Time	Location
<p style="text-align: center;">11/13/17</p> <p>11/27/17 (rescheduled for 12/4 from 10-11:30 in CC127)</p> <p>1/22/18 2/12/18 2/26/18 3/12/18 4/9/18 4/23/18 5/14/18 6/11/18</p>	1:30pm	3:00pm	CC126
<p>Present: Christina Bruck, David Miller, Jim Martineau, John Ginsburg, John Phelps, Josh Aman, Kara Leonard, Karen Ash, Lisa Wang, Max Wedding, Ryan Stewart, Tami Strawn, Jairo Rodriguez (ASG)</p>			