**Access, Retention & Completion Committee Meeting Minutes**

Date: November 13, 2017 / 1:30-3pm / Location: CC126 / Recorder: Tami Strawn

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| **COMMITMENTS** | | | | |
| **Date** | **Who** | **What** | **Promised To** | **When** |
| 11/13/17 | Jim w/ Ryan & Lisa | Charter | Group | Next draft by next mtg |
| 11/13/17 | Lori | ARC 600 Update | Group | Next mtg |

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| **Topic/Item** | **Minutes** |
| **Charter - Jim** | ARC was created for 1) policies outside of the classroom; and 2) how to keep looking at barriers to access, retention and completion and how they affect students.  Should we flip-flop #1 & #2? Which order would this group look at this? Policy was part of the charter but the committee is really more about improving student barriers. If this group is spending more time on student barriers, should put as #1. Wordsmithing will happen with a smaller group. What do people think?  Use bullet points, not numbers. Internally adjusting things to be more student focused – ARC 2.0. Move #2 to #1.  We need to define how we work with other committees. How do we share info with other groups? How are we getting information out to the people it directly affects? This is where we left off spring term of last year. No one knows we have these or where to find them. COCC’s website puts info out there.  When does a policy change go into effect when made by this group? When PC approves, it should be done. Does it have to wait until following academic year? Does it depend on policy? It’s different than curriculum committee as the intent is to affect things immediately. How do we communicate it out? Once a term an email that says check out the webpage and here’s the new ones or changes?  Could include information about policies in FYE for Faculty. The challenge is getting it out to PTF. How do we keep them up to date with the many changes? Leslie has upped communication with PTF.  Could do something during inservice week saying here’s what’s changing. Lori offered to draft up a plan we can replicate every year.  Could we create a 10 minute video that would show what they are? Videos are more engaging. Send an email once a term to all students, send to website, and highlight changes.  ***Action to Charter: Flip-flopping #2 to #1. Use bullets, not numbers.***  Part of the charter is to Identify, develop and review. We wait too long to review. Are we going to wait 3-4 years to see if it’s doing what we thought it was going to do? The review part of it is work but we don’t want to wait to go back 3 years to review to find out that it’s not working. We can check in with whatever office is responsible for maintaining the work.  This group may not have created the mandatory application process but we could look at it to see how it’s doing. Could list it on the agenda that it’s here for a review. That way people know we are paying attention to the policies.  Jim will take the feedback and work on charter. Ryan and Lisa are helping him on this. Let Jim know if you want to work on this also. |
| **Policy Review – John G.** | **ARC 402** - Active Military Deployment Policy (College Council Feedback) / **ARC 402P** - Active Military Deployment Procedure  John and RB took the policy to College Council on November 3, 2017. The spirit of this policy is to hold students as harmless as possible. Each student’s situation is different. We may not know a student was deployed until they come back. It would make it easier if the student would only tell the registrar not everyone. Then the registrar contacts the faculty member and Veteran’s Center to determine best cause of action which could include dropping them from the class. This is intended to happen before deployment. We want to make it as simple as possible for the student prior to leaving. Chris will take the comments and update the policy and procedure.  **ARC 600 – Email Use Policy (Discussion based on email sent out to group) / ARC 600.1P – Email Use Procedure – Employee**  Changes made in steering committee about email use policy had enough email conversation that had to come back to this group. Steering committee tried to make it as simple as possible. How email works for students and staff and faculty. Let’s not make perfection the enemy of good. We won’t really know until we put it in place. If we know there is a review of the policy that may be a good way to not expect it to be perfect out of the gate.  Change first sentence of the summary to “*Email is* ***an*** *official method*….” What is official? Only send to student email and nowhere else? Specific account information? Financial Aid? From the registrar? What if the student forwards their CCC email to their Gmail or Yahoo?  Lori will put a shorter version of the privacy part of the student procedure in the actual policy.  **ARC 601P – Expressive Conduct Procedure**  John created a registration form for people conducting speech activities. He will go in and put it in the policy/procedure format.  Changes/Questions to expressive conduct registration form:   * #1 under policies: “…speech activities are limited to regular business hours of the College.” Replace “*of the College”* with “*for that campus”*. * The requestor will go to ASG and then ASG will contact the other campus contacts, if not at the OC Campus. * Does this allow the President to say no to an event? Yes, #6 covers that.   Not enough time to address ARC 603 - Identity Theft Policy / ARC 603P – Identity Theft Procedure. Will discuss next meeting. |
| **Open Time/Discussion - All** | **Ryan / Balancing Life-Planning Your Future Event**  Having an event on November 21 from 4-5:30 in the Gregory Forum. The event is based on what came out of the online orientation in regards to challenges that students have to be successful at CCC. Giving away 4 $100 bookstore gift cards. Offering free help with goal setting, advising and counseling. Do we offer childcare? Could we have earlier in the term? This relates to the purpose of this committee.  **Chris / Registration**  Registration starts today for Veterans. Monday of registration week will now be open to students who are Veterans. Tomorrow will be the next group.  **David / Senior Tuition Audit**  For 65 and over. Student receives free tuition but pays fees. Had a registration in week 3 which cost a student in class.  **Early Years Engagement Survey / Lisa**  Was sent out to sample of credit students on November 8. It closes on November 21. Students could win 1 of 3 $100 Amazon gift cards for completing the survey. Was sent to 5000 students and have had responses from 400 so far. |

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| **Upcoming Meetings** | **Start Time** | **End Time** | **Location** |
| ~~11/27/17~~ (rescheduled for 12/4 from 10-11:30 in CC127)  1/22/18  2/12/18  2/26/18  3/12/18  4/9/18  4/23/18  5/14/18  6/11/18 | 1:30pm | 3:00pm | CC126 |
| **Present:** Chris Sweet, David Miller, Dustin Bare, Jaime Clarke, Jim Martineau, John Ginsburg, John Phelps, Josh Aman, Karen Ash, Lisa Wang, Lori Hall, Max Wedding, Ryan Stewart, Tami Strawn | | | |