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

**Date:** March 12, 2018 / 1:30-3pm / Location: CC126 / Chair: Jennifer Anderson / Recorder: Tami Strawn

**Members:** ASG Admin, Chris Sweet, Christina Bruck, Donna Larson, Dustin Bare, Emilie Azorr, Jaime Clarke, Jennifer Anderson, Jim Martineau, John Ginsburg, John Phelps, Josh Aman, Kara Leonard, Karen Ash, Kyle Thomas, Lisa Reynolds, Lisa Anh Wang, Lori Hall, Max Wedding, Ryan Stewart, and Tami Strawn

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| **Topic/Item** | **Presenter** | **Time** | **Key Points****Provide 50 words or less on expected outcome** |
|  | **Committee Business**  |
| * Review and approve previous meeting minutes
* Review changed meeting dates for spring term
* Discuss summer term meetings
 | Jennifer Anderson | 10 Minutes | * Revised Meeting dates: 4/9, 4/30, 5/21, 6/11
* Note: ARC Steering Committee Meeting Dates: 4/23, 5/14 & 6/4
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|  | **Policy Updates**  |
| * Change to Policy Template to include reference to procedure materials
* Status Updates
 | Jennifer Anderson | 5 Minutes | * Will update template to reflect a place to note when the policy will go into effect as well as to reflect a reference to related policies and procedures.
* ARC 402 – Active Military Deployment – Being reviewed at President’s Council on X date.
* ARC 600 Email Use Policy – Ready for 2nd review at College Council on March 19, 2018.
	+ Status of procedures? Comments from Ryan are still embedded.
* ARC 603 Identity Theft Policy – Ready for 1st review at College Council on March 19, 2018.
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| * ARC 401-P Deceased Student Procedures
 | John Ginsburg | 15 Minutes | * See revised procedure document.
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|  | **Recruitment & Retention Activities/Initatives/Barriers/Needs**  |
| Skills Competition | Max Wedding | 30 minutes |  |
| Athletics Recruitment  | Jim Martineau | 30 minutes |  |
| Upcoming institutional initiatives that connect to recruitmen/retention initiatives  | All |  |  |
| Upcoming institutional initiatives related to retention/retention that this group would like to explore further | All |  |   |
|  | **Other** |
| Member Brief Updates |  All |  |  |
| Future Agenda Items |  |  | In progress Policies:* Course overload policy – 2nd review at ARC - Dustin
* Academic Standing policy – Dustin
* Religious Holiday Policy – 2nd review at ARC –
* ISP Gap Analysis – Steering Committee
* ARC 604 – Sex Offender – Steering Committee
* ARC Charter – Steering Committee

Recruitment/Retention:* Advising Traffic Flow – Dustin
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