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

**Date:** April 9, 2018 / 1:30-3pm / Location: CC126 / Chair: Jennifer Anderson / Recorder: Emilie Azorr

**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

Present: Absent: Guest:

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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
 | Jennifer Anderson | 5 Minutes | Reviewed and approved as written.   |
| * ARC Retreat
 |  |  | * ARC Summer Retreat
* ARC Meeting Brief: Including written notes about upcoming recruitment/retention initiatives/issues
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|  | **Policy Updates**  |
| * Policy Status Updates
 | Jennifer Anderson  | 10 Minutes | * ARC 402 – Active Military Deployment – Reviewed at President’s Council on March 20, 2018 date. ***Has edits that will be reviewed with the steering committee and will come back to ARC in May.***
* ARC 600 Email Use Policy – 2nd review at College Council on April 6, 2018 – no comments. **Ready for President’s Council.**
* ARC 603 Identity Theft Policy –1st review at College Council on April 6, 2018 – some comments. ***Has edits that will be reviewed with the steering committee and will come back to ARC in May.***
* Religious Holiday Policy – going to steering committee for additional. ***Has edits that will be reviewed with the steering committee and will come back to ARC in May.***
* Policy Template – going to steering committee for additional review. ***Has edits that will be reviewed with the steering committee and will come back to ARC in May.***
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|  | **Recruitment & Retention Activities/Initatives/Barriers/Needs**  |
| Spring Welcome Tents | John Ginsburg | 10 Minutes | * First time having welcome tents outside of fall term.
* Tami was very helpful with gathering
* Attendance was low in the afternoons this time around but this could be due to having fewer “new” students.
* Increase signage for the tents and sidewalk stickers to help with guidance and navigation.
* Move tents closer to Dye, Streeter, and Randal.
* Goal is to have welcome tents every term. Committed to have tents for summer term.
* Athletics has tents with wraps to assist with weather.
* Utilize the back pack station as an information station.
* Wilsonville – with food
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| SASS Advising Traffic Flow  | Dustin Bare | 20 Minutes | * Dustin reviewed data from student use of advising services.
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| Collaborative Advising | Dustin Bare | 30 Minutes | * Suggestion to have ARC look at the Portal to assess the student user experience.
* Dustin reviewed milestones document for collaborative advising.
	+ Discussed the creation of the survey and discussed the roll out to full time faculty versus part time faculty. ARC committee is willing to review and give feedback about the survey to Dustin and Jennifer.
	+ Dustin and Jennifer are developing a roles documents between professional advisors and
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| Navigate Update | Max Wedding | 10 Minutes | * Pilot went live today
	+ Current students, criminal justice students,
	+ New, spring and summer applicants (registered for 2018, and not registered)
	+ Welcome team is sending a communication out to those that have not registered yet to help recruit them.
	+ Navigate is live in My Clackamas on the left hand side.
	+ Reminders and survey to students about their experience.
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| Skills Competition | Max Wedding |  | * Marketing outreach to students that have won a tuition waiver to use them.
* Idea: Allow others in the family to use the tuition waiver instead. Create policy around this?
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|  | **Other** |
| Member Brief Updates |  All | 5 Minutes | * Ryan gave an update related to college success and career workshops that he and Kyle are coordinating. All of the workshops are in one location at [www.clackamas.edu/success](http://www.clackamas.edu/success).
	+ Notify association leaders.
	+ Put them in 25 Live to have it fed
	+ Get it on the portal.
* Dustin gave an update about graduation services – to find out more about auto awarding certificates for the degree. If the student petitions for the AAS in welding graduation services would review the transcripts to see if they have reached the AAS and additional certificates.
	+ The team reached out to the students to give them an update about the certificate that they were eligible for and also assisted with helping students realize if they can’t get the degree.
	+ Emails are sent out to students when they are 85% complete to help try and complete the degree.
	+ Potential implications for auto awarding if a student gets auto awarded.
* John provided an update about a question about gender neutral restrooms.
	+ Not a current policy related to restroom use. Currently there is a policy related to discrimination related to gender identity.
	+ A student can use the restroom of the gender for which they identify. If they experience discrimination this falls under our board policy.
	+ Single use restroom in Neimeyer and in De Jardin.
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| 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:* Barriers to awarding certificates Financial Aid – Work study and estimated awards
* Changes to BIT/TAT
* Institutional Data
* High School Partnerships
	+ Benefits of dual credit for future students
	+ Marketing summer CTE classes
* Including faculty with high school outreach
* Recruiting more faculty to the committee
* Demonstration of the virtual welder
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