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

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

Present: Christina Bruck, Donna Larson, Dustin Bare, Jennifer Anderson, Jim Martineau, John Ginsburg, John Phelps, Josh Aman, Kara Leonard, Lisa Reynolds, Lori Hall, Max Wedding, and Ryan Stewart,

Absent: ASG Rep: David Mullens, Chris Sweet, Emilie Azorr, Jaime Clarke, Karen Ash, Lisa Anh Wang,

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic/Item** | **Presenter** | **Time** | **Key Points****Provide 50 words or less on expected outcome** |
|  | **Committee Business**  |
| * Review and approve previous meeting minutes
 | Jennifer Anderson | 10 Minutes | Reviewed and approved as written.  |
| * ARC Updates & Notices Brief
 | * We will start to include written updates and informational notices to the bottom of our agendas for members to read prior/during the meeting. We can add time to each agenda to ask questions about specific updates that are provided. Members are requested to submit updates/notices in advance of the meeting in response to the call for agenda items.
 |
| * ARC Retreat
 | * We will look to host a morning retreat in early summer that will allow us to review and update our vision for this group and set goals for the coming year.
 |
|  | **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.***
 |
|  | **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 organizing our volunteers.
* Attendance was low in the afternoons this time around but this could be due to having fewer “new” students in this term.
* Goal is to have welcome tents every term. Committed to have tents for summer term.

Ideas for process improvements: * Increase signage for the tents and add sidewalk stickers to help with guidance and navigation.
* Move tents closer to Dye, Streeter, and Randal.
* Athletics has tents with wraps to assist with weather.
* Utilize the back pack station in front of the book store as an information station.
* Add Wilsonville campus with food
 |
| SASS Advising Traffic Flow  | Dustin Bare | 20 Minutes | * Dustin reviewed data from student use of advising services that he has been tracking since 2014.
* Current process: limited appointments ~ 6 per day. Mostly walk-in.
* 8-5 walk-ins; appointments are 9-4. Max 6 appointments/day served through the CC advising office.
* Advising flow has increased every term

Changes coming with Guided Pathways (proposed):* -limit walk-in hours
* -increase appointment times and appointments offered
* -develop a pre-advising worksheet
* Walk ins 9-4, max 20 minutes
* Appointments 8-9 and 4-5

Advising Pilot Group – * Registration holds for those in Engineering. Must see an advisor prior to registering. Approximately 20 students of 170 in the Engineering cohort hadn’t met with Eric/Kim to clear their registration hold by the start of Winter term. This was mostly due to the fact that they had another hold (e.g. academic suspension) on their record. One student registered week 1 because of the registration hold.
* Still monitoring the impact of this process with this pilot group going forward.
 |
| Collaborative Advising | Dustin Bare | 1. Minutes
 | Collaborative Advising - 2.5 years ago, conversation started with the CCC campus about collaborative advising. The goal behind collaborative advising is to strengthen the relationship between faculty and professional advisors. * Dustin reviewed the collaborative milestones document identifying the key tasks that are being worked on to start developing this for the campus.
* The focus is on two key projects right now:
	+ Development and implementation of a faculty survey to gather information about current practices that faculty are using with advising students. E.g. what resources do they consider the ‘go to’ tools? How do they know who to advise?
* ARC committee is willing to review and give feedback about the survey to Dustin and Jennifer.
	+ Advisor roles document defining the work between professional advisors and faculty advisors.
* Discussion: Right now we are looking at surveying all full-time faculty at CCC. Question: What about including part-time faculty? There are some FT faculty listed as faculty advisors and there are some PT folks who are also doing advising, by virtue of being program leads.
* Suggestion to have ARC look at the Portal to assess the student user experience.
 |
| Navigate Update | Max Wedding | 10 Minutes | * Navigate pilot went live today to current students in the criminal justice, ECE, and Accounting programs.
* New, spring and summer applicants (registered for 2018, and not registered) will have access.
* 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.
 |
|  |  |
| Member Brief Updates |  All | 5 Minutes |  |
| 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
 |