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

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

**Members:** ASG Admin (David Mullins), Chris Sweet, Christina Bruck, Donna Larson, Dustin Bare, Emilie Azorr, Jaime Clarke, Jennifer Anderson, Jim Martineau, John Ginsburg, John Phelps, Josh Aman, Kara Leonard, Lisa Reynolds, Lisa Anh Wang, Lori Hall, Max Wedding, Ryan Stewart,

**Present:** ASG Admin (David Mullins), Chris Sweet, Donna Larson, Dustin Bare, Emilie Azorr, Jaime Clarke, Jennifer Anderson, Jim Martineau, Josh Aman, Kara Leonard, Lisa Reynolds, Lisa Anh Wang, Lori Hall, Max Wedding, Ryan Stewart

**Absent:** Christina Bruck, John Ginsburg, John Phelps

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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 | 10 Minutes | * Revised Meeting dates: 4/30, 5/21, 6/11
* Note: ARC Steering Committee Meeting Dates: 5/14 & 6/4
* Minutes approved with edits (remove skills competition section)
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| **Policy Updates**  |
| * Change to Policy Template
 | Jennifer Anderson | 5 Minutes | * Approved, no feedback
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| * Code of Conduct Policy Creation
 | Jennifer Anderson | 15 Minutes | * Lisa, Donna, Jennifer are the conduct team. Would like to make some changes and revisions to the Students Rights and Responsibilities section of the student handbook.
* Identified that code of conduct should be an ARC policy. Today they want to highlight things that they want to change/update.
* Still in draft stage- want feedback from people
* “Ground for Disciplinary Action” section. Went through this section and asked for feedback.
* Max- do we have things called campus regulations? Referring to section 2. Jennifer- I’m assuming we do. Referenced Phil. Max said that “campus regulations” didn’t seem to fit because we don’t have those. Decision to change to “administrative regulations” to encompass board policies.
* With all of these policies, trying to figure out how to incorporate existing board policies to make sure we’re in alignment
* Goal is to get revisions into the updated version in next year’s student handbook. Will get something out to the group that shows current version with the suggested changes
* Once revisions are made there is a suggestion to send out an email that lets students know that there have been changes. What’s the process for making changes? We don’t want it so that anyone can go make changes, should be something follows a policy change/there’s some sort of plan.
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|  | **Recruitment & Retention Activities/Initatives/Barriers/Needs**  |
| Retention Data | Lisa Anh Wang | 30 minutes | * Wanted to start with “who our students are” to better understand the data
* Reviewed HECC’s institutional data dash-boardhandout that covers enrollment, affordability, outcomes. Report was compiled by HECC
* Enrollment stats section: Resident student # includes bordering states. Students who identified as multiple races aren’t in stats. Stats don’t include “unknown” demographics- because students are self-reporting, we don’t require students to put down that information. “Unknown/not reporting” comprise 27%. First generation stats only include students who applied for aid (like FAFSA). Only 7% of students are enrolled full-time (for full academic year). Area of instruction- represents where FTE lies. Surprised by the amount that lower collegiate and career tech were- thought that they would be closer to equal. Since 58% of our students are non-traditional (25+), should we be focusing our recruitment somewhere else? Are there any moves to include more evening and weekend classes to support our non-traditional students? **Would be interesting to see area of instruction broken down by age. Would also like to see data without community education students.** Expect to see less “unknown” for demographics in the future. Have noticed in recent years that we’ve had more male students than female students (usually it’s flipped).
* Outcomes stats section: Looks at students 3 years out after graduation. This data doesn’t look at our 25,000 students, this looks at students/cohort from fall 2011. Discussed graduation vs. success rate. Jim mentioned that our numbers used to be in the 40’s, so 51% completion rate is a lot higher. Do we have a benchmark for this number? Lisa mentioned that we’re around average or a little higher than our peer institutions. Max mentioned that this number also includes students who have no intention to get a degree. Mentioned that our annual earnings is higher because Clackamas County pays more than Multnomah County. This data is good to use as a persuasive piece for when we go to the legislature to ask for money. This data is really just a snapshot, doesn’t give us in depth information. Noted that there are a lot of nuances to this information. **What kinds of data would be helpful for Lisa to bring? Age of credit seeking students, fall to fall retention of same cohort of first year students, would like to see how these numbers change once we get the sisters’ data in our reporting. If we knew annual earnings break down by type of Associates/certificate we offer, which would be helpful (particularly for advising). Would also like cost per program. Would like graph that shows earning potential over time.**
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| BIT/CARE | Jennifer Anderson | 15 Minutes | * This item moved to next meeting agenda due to time constraints.
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| Overview of High School Connections – Recruitment and Outreach | Jaime Clark | 15 minutes | * Jamie presented. Reviewed handout.
* High school connections program served 4,352 high school students last year through ACC, Expanded Options, High School Career and Technical Education, High School Plus, and Smart Internships. Biggest program is ACC. World languages, math, English, science, and then business (order of FTE).
* Reviewed different programs offered- Jaime gave overviews of each
* HSP- if class is offered in the high school, we cannot contract for it. Usually go this route if there’s no one at high school who’s qualified to teach the course the school wants. Some departments will have either higher or lower qualifications for teaching courses.
* Smart Internships- ending June 30. In its place, offering “college and career readiness”. New course called “work exploration” which will take smart internships’ place. Will include courses we already offer, package them together.
* Will not increase rate of $10/credit because PCC and Mt. Hood offer the same program for free
* Made up about 19% of college’s total FTE. Program is growing in comparison to the rest of the college
* Track success rate of students. Of ACC students last year, cumulative GPA was 3.5. Also track matriculation rates- about 30%.
* A lot of expanded options students come from charter schools. Have offerings for freshman and sophomore students. In junior and senior year, come here to take a full load. So the classes they take here complete the high school graduation requirements.
* Conversation to try and make program more equitable. Just did an equity audit. Have done focus groups in all school districts.
* Transition point- when they’re working with us, they know which specific person to call in Jaime’s dept. As soon as they graduate, they’re on their own. Jaime thinks that cohort advising will help with this and can help us keep students. Knowing who to call is so important for both students and high school counselors. Might talk about having a “handoff” to get students into full time programs. We don’t know when students graduate- normally we just see them once they show up on campus.
* Marketing- large focus next year will be on transfer students
* HSP- can our instructor’s talk to students about advising? Answer- not really because most faculty is part-time and it usually won’t work. Is there something we can offer part-time instructors to help do this?
* Increase/success of program has increased. Registration is online now, added an enrollment specialist which has helped. Also implemented registration days where they go out to high schools to register students. Being more intentional
* This year they’re offering CTE summer camps.
* Offering graduated seniors tuition free classes this summer (limited classes)
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|  | **Other** |
| Member Brief Updates |  All | 5 minutes | Upcoming institutional initiatives that connect to recruitmen/retention initiatives * Next time, Max and Jaime want to talk about skills competition
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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:* Financial Aid – Changes to Work Study & Thinking about Estimated Award Packages
* Changes to work-study process
* Portal Update
* Equity Committee
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