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

**Date:** May 21, 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

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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 | * Review minutes from April 30th meeting |
| * Revised ARC Meeting Dates | * Revised Meeting dates: 4/30, 5/21, 6/11, 7/23, 8/6 (retreat from 10-1?), 10/15, 11/26, 12/17, 1/28, 2/25, 3/18, 4/22, 5/13, 6/24 * Note: ARC Steering Committee Meeting Dates: 5/14 & 6/4 * Potential ARC Retreat dates – incorporate into upcoming meetings or 8/6 (retreat from 10-1?) |
|  | | | **Policy Updates** |
| * Steering Committee Policy Review Updates | Jennifer Anderson | 5 Minutes | * Annual Report to College Council * Reviewed Course Overload policy – recommending this change to a “credit load” policy with the “overload” portion incorporated. Kara and Dustin will review and return to Steering Committee. * Reviewed revisions to code of conduct. Also reviewed at College Council. * Military Deployment policy still under review * Deceased student procedure – under revision |
| * Code of Conduct Policy Creation | Jennifer Anderson | 15 Minutes |  |
|  | | | **Recruitment & Retention Activities/Initatives/Barriers/Needs** |
| * CARDI Update | Ryan Stewart | 5 Minutes |  |
| * SEM Steering Committee | Jennifer Anderson | 5 Minutes |  |
| * Financial Aid Update | Jennifer Anderson | 10 Minutes |  |
|  | | | **Other** |
| Member Updates | All | 5 minutes | Upcoming institutional initiatives that connect to recruitmen/retention initiatives |
| Written Update Brief |  |  | * Peer Assistant recruitment:  Send interested students to [www.clackamas.edu/PeerProgram](http://www.clackamas.edu/PeerProgram) * Hiring for ASG for next year:  [www.clackamas.edu/ASG](http://www.clackamas.edu/ASG) * Cougie Awards due to John Ginsburg on Monday * Student Employee of the year nominations- May 14th * Recent and upcoming student events:   + Carnival Field Day May 30th   + Communi-Tea – May 16th   + Financial Aid Workshop – May 10th |
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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 |