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

**Date:** May 21, 2018 / 1:30-3pm / Location: CC126 / Chair: Jennifer Anderson / Recorder: Emilie Azorr

Present: ASG Admin: David Mullens, Chris Sweet, Donna Larson, Emilie Azorr, Jaime Clarke, Jennifer Anderson, John Ginsburg, John Phelps, Josh Aman, Kara Leonard, Lori Hall, Max Wedding, and Ryan Stewart

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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 | * Minutes from April 30th meeting approved with no changes..
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| * Revised ARC Meeting Dates
 | * Revised Future ARC Meeting dates moving to once a month with additional meetings added to the year as needed. Dates are: 6/11, 7/23, 8/6, 10/15, 11/26, 12/17, 1/28, 2/25, 3/18, 4/22, 5/13, 6/24
* Discussion of ARC retreat. Decision to use existing meeting dates/times for June, July, and August for ARC retreat activities. Jennifer and Emilie have reserved the ELC for our June 11th meeting and will send out an agenda for this first retreat discussion soon.
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|  | **Policy Updates**  |
| * Steering Committee Policy Review Updates
 | Jennifer Anderson | 5 Minutes | * Jennifer gave a brief update that the ARC annual report that was presented to College Council on May 17th.
* Jennifer gave a brief update that the Steering Committee had reviewed the Course Overload policy and had recommended that this policy change to a “credit load” policy with the “overload” portion incorporated. Kara and Dustin will review and return to Steering Committee in June.
* Jennifer gave a brief update about the revisions to the code of conduct which were presented to College Council on May 17th.
* Additional policy updates: Jennifer is working with various members to update the Military Deployment policy, Sex Offender policy, and Deceased student procedures.
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| * Code of Conduct Policy Creation
 | Jennifer Anderson | 15 Minutes | * Small groups broke out to review each section of the revised code of conduct document and made suggested edits.
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|  | **Recruitment & Retention Activities/Initatives/Barriers/Needs**  |
| * CARDI Update
 | Ryan Stewart | 5 Minutes | * Ryan shared the revised CARDI Team charter with the group.
* Ryan shared information about new campaigns for students that applied and had submitted a FAFSA but had not enrolled yet.
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| * SEM Steering Committee
 | Jennifer Anderson | 15 Minutes | * Jennifer gave an update about the status of the Strategic Enrollment Management Steering Committee. So far there have been two meetings that are being led by Dean Sprehe. She is taking questions to VP David Plotkin and will have more information for the Steering Committee soon. No initiatives have been created yet.
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| * Financial Aid Update
 | Jennifer Anderson  | 10 Minutes | * Shared SAP update materials from Karen Ashe. Questions or edits can be directed to Karen.
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|  | **Other** |
| 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
* Ryan: If a student indicates that they won’t be returning to CCC, or they leave abruptly during the term (i.e. dropping all classes), what should, if any, our response be?
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| **Members** | ASG Admin: David Mullens, 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, Lisa Reynolds, Lisa Anh Wang, Lori Hall, Max Wedding, and Ryan Stewart |