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

**Date:** July 31, 2018 / 10:30am-12pm / Location: Fireside Lounge / Chair: Jennifer Anderson / Recorder: Tami Strawn

**Members:** ASG Admin, Chris Sweet, Christina Bruck, Dustin Bare, Jaime Clarke, Jennifer Anderson, Jim Martineau, John Ginsburg, John Phelps, Josh Aman, Kara Leonard, Karen Ash, Lisa Net Reynolds, Lisa Anh Nguyen, Lori Hall, Max Wedding, Ryan Stewart, and Tami Strawn

**Present:** ASG Admin (David Mullins), Chris Sweet, Dustin Bare, Jennifer Anderson, John Ginsburg, John Phelps, Josh Aman, Kara Leonard, Max Wedding, Ryan Stewart, Lori Hall, Karen Ash, and Lisa Anh Nguyen.

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| **Topic/Item** | **Presenter** | **Time** | **Minutes** |
| **Meeting Structure / Discussion** | Jennifer Anderson | 30 | A change in our meeting format is needed because the members agree that ARC is meant to assist with improving recruitment and retention and reducing barriers on the campus for our students. For example, we have experienced a 5% enrollment drop this past year. Paul Moredock posed the question – if we welcome our new students like we welcomed our new president, what would that look like? ARC needs to be organized in a manner that will allow us to answer this question.  Related questions ARC needs to explore:   * With Navigate many of our new students can’t get into it immediately. * How many are not getting into orientation? How many students apply but have not completed orientation? Is there a connection? 2 very different processes/platforms. * We need to look at the connection between new students / orientation / advising sessions. We are at year two of data orientation data and with requiring a hold on student accounts. Is mandatory online orientation a barrier? * We need to be looking at the data to find out where the decline is coming from. We have the same amount of headcount but students appear to be taking less credits – less FTE. Look at trying to encourage students to take more credit. Do we know students working? What time? Unemployment rate is low right now. * Students taking less credits that are brand new or like a year in? Balancing class schedule with work schedule is talked about in advising sessions. Offering classes in the time they need them if more are working. |
| **Reviewed survey data from members about meeting structure** | Jennifer Anderson | 30 | A survey was sent out about how we would like these meetings structured so that we are getting the most out of our time together.  What would make these meetings more productive for us? Do we want big picture? More detail? Less detail?  Reviewed survey results.  One way to organize: meet as larger group once a month. Use off weeks for small group meetings. Designate people to work in small groups. Where do you want to spend some of your work group time? Bringing issues back to larger group meeting. Workgroup getting detailed focus. Then bringing back to larger group for feedback.  Another: Doing what we have been doing. JA calls for agenda items and members send agenda items forward as they come up.  **Proposal:** Change our structure to include sub committees that will address these questions. Is everyone on committee willing to participate on a workgroup? Possible work outside of the group? Or keep as is just talk in big group? Asking for larger participation and commitment to do some work outside of this group.  **Decision:** The group agreed to meet monthly as a large group then meet biweekly in smaller sub-committees to work on specific ARC related questions/issues.  The group will reassess this method in May 2019 before summer term to determine what worked and what could be improved. We want to ensure that the committee is working to add to the student experience. |
| **Sub Committees** | Jennifer Anderson | 10 | In the upcoming month, Jennifer will send out more information about proposed sub-committees and will gather input on which subcommittees folks would like to participate in. |

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| **Other** | | | |
| Member Brief Updates | All | 15 minutes | Upcoming institutional initiatives that connect to recruitmen/retention initiatives |
| **Future Agenda Items** | | | |
| Future Agenda Items |  |  | In progress Policies:   * Course overload Policy & Procedure * Late Registration Policy & Procedure * Military Deployment Policy & Procedure * ARC 604 – Sex Offender – Steering Committee   Recruitment/Retention:   * Financial Aid – Changes to Work Study & Thinking about Estimated Award Packages * Changes to work-study process * Portal Update * Equity Committee |