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

**Date:** September 26, 2018 / 1:30 – 3:00 pm / Location: / 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, Karen Ash, Lisa Net Reynolds, Lori Hall, Max Wedding, Ryan Stewart, Ariane Rakich, Joan Jagodnik, Michell Gipson and Tami Strawn

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| **Topic/Item** | | **Presenter** | | **Time** | | **Minutes** |
| **Committee Business** | | | | | | |
| Review and approve previous meeting minutes | Jennifer Anderson | | 30 Minutes | |  | |
| Committee Membership | * 2 members rotating off (Kara Leonard & Lisa Nguyen) * 3 new members joining (Lauren McMillin, Joan Jagodnik, Adam Wickert, Michell Gipson & Ariane Rakich) * Need to recruit more faculty. Suggested new faculty membership proposal: 2 FT and 1PT faculty representative across the divisions (TAPs, AFaC, and Arts & Sciences)   + Meeting time (move to 3:00 to allow for more faculty participation?) * New ASG participant: Madison (she goes by “Sunny”) Weinard is interested in joining ARC.  She’s a member of ASG and is copied. | |
| ARC Sub-Committees & Membership | * Review ARC Subcommittee members and clarify roles. | |
| **Policy Updates** | | | | | | |
| Process Question: Committee feedback on policies | |  | |  | | * Consent agenda? Process for edits/feedback? |
| [Active Military Deployment Withdrawal Policy and Procedure](https://docs.google.com/document/d/1IBWUZkMrBFQRrkKMUJiGNlmKY74Ave_QiDHW04a4FrQ/edit?usp=sharing) | | Jennifer Anderson | |  | | * Will go through College Council 2x and President’s Council over the course of the fall term as part of the approval process. |
| [Sex Offender Policy and Procedure](https://docs.google.com/document/d/1D59s9HGsWHqASUXkAy1GDr6bSBLg6VyuJwLpV3VA6Ew/edit?usp=sharing) | | Jennifer Anderson | |  | | * Will go through College Council 2x and President’s Council over the course of the fall term as part of the approval process. |
| [Course Overload Policy and Procedure](https://docs.google.com/document/d/14M64G5PZ-2fDHpZlhleQZQ5gh6J-kArjEKuPApy9vxQ/edit?usp=sharing) | | Dustin Bare | |  | | * Will go through ISP, College Council 2x and President’s Council over the course of the fall term as part of the approval process. |
| [Registration/Late Registration & ACC Registration Policy](https://docs.google.com/document/d/1Mr0TuXzYaQ89pJoIyThl6YHg-SuqoIE726Jx5cElqQg/edit?usp=sharing) | | Chris Sweet & Jaime | |  | | * Will go through ISP, College Council 2x and President’s Council over the course of the fall term as part of the approval process. |
| **ARC Related Activties/Initiatives/Barriers/Needs** | | | | | | |
| **Current enrollment & Fall new student retention trend** | |  | |  | |  |
| **BIT to CARE Team – How to make a referral** | |  | |  | |  |
| **Other** | | | | | | |
| Member Brief Updates | All | |  | | 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 | |
| **Future Meeting Dates** | | | | | | |
| Our fall term meetings are not on a cycle due to varied schedules, but get established on the first and fourth Wednesday’s of each month starting in January, 2019.          Wednesday, September 26th from 1:30 – 3:00 - Full committee          Monday, October 15th from 1:00 – 2:00 - Subcommittee          Monday, October 22nd from 1:30 – 3:00 – Full committee          Wednesday, November 14th from 3:00 – 4:00 – Subcommittee          Monday, November 26th from 1:30 – 3:00 – Full committee          Wednesday, December 19th from 1:30 – 3:00 – Full committee          Wednesday, January 9th from 3:00 – 4:00 – Subcommittee (will meet the first or 2nd Wednesday of each month following)          Wednesday, January 23rd, 1:30 – 3:00 – Full committee (will meet every 4th Wednesday of each month following) | | | | | | |
| * Reminder subcommittee meeting:   + Access & Recruitment Meeting: 1:30 – 3:00 in RR 117 – Lead: Ariane Rakich   + Retention and Completion Meeting: 2:00 – 3:00 in room CC 126 – Lead: Ryan Stewart   + Steering & Policy Meeting: 2:00 – 3:00 in room CC 105 – Lead: Jennifer Anderson | | | | | | |