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

**Date:** September 26, 2018 / 10:30am-12pm / Location: CC126/ 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

**Present:** Jennifer Anderson, Joan Jagodnik, Max Wedding, Jaime Clarke, Lauren McMillin, John Phelps, Karen Ash, Chris Sweet, Josh Aman, Adam Wickert, Ariane Rakich, Dustin Bare, Lisa Reynolds, John Ginsburg, Jim Martineau, Ryan Stewart, Michell Gipson, and Tami Strawn

**Absent:** ASG Admin and Christina Bruck

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| **Topic/Item** | **Presenter** | **Discussion** | **Action/Decision** |
| **Review of minutes from July 31, 2018** | Jennifer | Time to review. Edits or updates? Move to approve by Jim, second from-Lisa. Thumbs up! | * Minutes approved with no changes. |
| **Membership updates** | Jennifer | * 2 members rotating off (Kara Leonard and Lisa Nguyen) * 5 new members joining (Lauren McMillin, Joan Jagodnik, Adam Wickert, Michell Gipson & Ariane Rakich) * Goal this year to recruit more faculty to join ARC.   + Suggested new faculty membership proposal: 2 FT and 1PT faculty (Adam W.) representative across the divisions (TAPs, AFaC, and Arts & Sciences)   + Suggestion for getting more faculty participation: Move the meeting start to 3:00 instead of existing 1:30 start time.   + Group discussed this idea but expressed difficulty moving to a later time due to other standing meetings and some staff who leave at 4:00.   + Suggestion that subcommittee times might be able to be moved and that faculty could participate in a subcommittee only. * Discussed the idea of committee rotations. Are we on this committee by specific role or by appointment? Do we need to consider rotation schedules? * Discussion from group included the idea that we may not want to be “director” heavy in our membership. * Discussed adding more students to ARC committees.   + Former ASG student, David, is no longer an ASG member but is still invited to participate in ARC as his schedule allows.   + Having a designated ASG presence makes sense. We can also incorporate students in subcommittee. | * JA to reach out to Dean’s to help recruit faculty to ARC. * JA to reach out to interested faculty to see if they can join the Steering & Policy committee if it starts at 3:00. * John to ask for new ASG student participation. |
| **Meeting Structure** | Jennifer | * New Meeting Structure AY ’18-’19: We focused our time over the summer discussing our current ARC meeting format for the upcoming year. We agreed to pilot the addition of adding subcommittees. Reviewed the ARC subcommittees and confirmed membership on each.   + Question: Are these the right committees? Are there other committees we would want to create?   + How do we incorporate Equity into ARC work? Do we need a more specific link to the DEI committee? John and Jaime will provide updates from DEI to ARC as appropriate. * For this year we will have meetings twice a month – one for the big group and the other time for subcommittee time. Directors may bring in others from their teams to participate on a subcommittee. Once a month subcommittee meetings. Could also be a way to include more faculty. | * JA to update the subcommittee list as needed. |
| **Policy Review** | Jennifer | Reminder that our group survey showed that we don’t want to spend a ton of time doing policy review. However, this group does need to see and provide feedback for ARC policies. How does this group want to give feedback to policies that are ready to go through the approval process?  Suggestions:   * Break out into small groups, look at one, bring feedback. * Review in advance of meeting and then review in bigger group * Put things on a consent agenda. List next steps. If you feel like it needs further discussion, you can ask to have it pulled off the consent agenda.   What are your thoughts? How do we look at them and give feedback? Group likes consent agenda approach. Jennifer will send out about a week in advance of meeting. Get to agenda/minutes/policies and procedures to be reviewed. Can pull off of consent agenda for group to discuss. | * Group agreed to use consent agenda approach. |
| **ARC 604 – Sex Offender Policy** | Jennifer | This policy had prior approval and already went through the process. It needed to be updated due to legal requirements. Phil (previous Campus Safety Director), Jennifer and Tara rewrote it based on the state legal statute. Jennifer will review with new Campus Safety Director. If new Director doesn’t agree with way this is written, Jennifer will not bring it forward. Previously, the policy showed the college being more active in its approach. This is now written as to what is currently happening. Next step is to go to College Council. Will Tom (new Campus Safety Director) be at College Council with Jennifer to answer questions? | * JA to add information to the procedure that the Campus Safety Directors keeps the list of sex offenders. * JA to take this policy to College Council for first round of review on October 5, 2018. |
| **Active Military Deployment** | Jennifer | This policy had been reviewed in previous iterations by ARC committee last year. It went through the approval process but received a lot of questions/comments at the President’s Council review. Jennifer worked on it over the summer with the Steering committee and with RB. The revised version is ready to go back to College Council. | * JA to take this policy to College Council for first round of review on October 5, 2018. |
| **ARC 6XX Credit Load Policy** | Jennifer | This is a new policy brought forward by Dustin Bare and Kara Leonard. Practice is already happening in advising with the existing credit overload form. This helps to make the process to approve credit overloads more standardized.  Questions:   * Does this apply to high school students/ACC? Dustin and Jaime will chat separately about the high school students. * How does an instructor know when a student is over credits? They just see the blue add/drop form. * Remove #3 – it’s unclear. * How does instructor know when a student is over credit load? * As we look at policies like credit load, we need to see if it is costing us enrollment. On data side, who is taking more than 18 credits? We need to consider enrollment issues to not add hoops for students to jump through. Should be helping with retention. * OK for Enrollment Services to hand out credit overload form. * This will go to ISP next. | * JA to review questions with Dustin and Kara to make necessary edits. * JA to take this to ISP on October 26, 2018. |
| **ARC 6XX Registration/Late Registration Policy** | Jennifer | This is a new policy brought forward by Chris Sweet and Jaime Clarke. The college did not have written policy for late registration. Late registration is once the class begins - the date, not the time, as Colleague doesn’t tell time. Late add fees begin 4 days from start of class (class begins on Monday, late add fee is effective as of Friday). Need to add the procedure for the rest of the college. Only includes the procedure for high school connections. Jaime said that they needed the procedure written down so everyone could see it as it wasn’t in writing. High school students can get used to college processes.   * This will go to ISP next. | * JA to take this to ISP on October 26, 2018. |
| **Subcommittees** |  | Subcommittee meetings are on October 15. Where do subcommittees want to meet on the 15th? Report straight to your subcommittee.  General expectations of subcommittees: On the 15th, identify lead, be thinking about short term/long term objectives. Topics to dig into. These are working groups. Bringing ideas forward and bring to larger group. What do you need to move initiative forward? Leads or designee will report out. What working on? What do you need? Use this time well. Break into groups. |  |

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| **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   Recruitment/Retention:   * Current enrollment and fall to winter term retention for 2018 * Financial Aid – Changes to Work Study & Thinking about Estimated Award Packages * Changes to work-study process * Portal Update * New CARE Team referral process |

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| **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 details:   * 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 |