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

**Date:** December 19, 2018 / 1:30 – 3:00 pm / Location: CC 126 / Chair: Jennifer Anderson / Recorder: Michell Gipson

**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, Lauren McMillian, Michell Gipson, Adam Wickert­­ and Tami Strawn

**Present:**

**Absent:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic/Item** | **Presenter** | | **Discussion** | **Action/Decision** |
| **Committee Business – 40 Minutes** | | | |  |
| Review and approve previous meeting minutes | Jennifer Anderson |  | |  |
| Student presentation in Computer Science – Computer basics Level 11 class |  | * From faculty member Susan Edwards: *Hi – thought you might be interested in this PowerPoint presentation that was a final exercise in my CS 91 – Computer Basics, Level II class. I gave the students a basic template for them to use with the titles you’ll see at the top of this one. They added the theme, text, images and animations. There were some similar issues that others had (a few had no problem with enrollment), but I thought this one pretty much summed up the experience of those who did have problems.* | |  |
| SEM Update |  | * Review SEM timeline | |  |
| Upcoming Trainngs |  | * The DRC will have two trainings on Autism by the center for autism and related disorders (CARD) that will cover what Autism is under the new DSM, what some of the characteristics look like, deficits that may appear, and suggestions on working with clients or customers who have autism.   + It will be open to all campus on Tuesday, January 15th from 330 to 5pm at the Harmony campus room H170 and on Wednesday, January 16th from 12 to 130pm on the Oregon City Campus in M 121. * VET Center Training: Feb. 12th from 12-1:30 pm   + We will talk about Active vs. Guard, National Guard on Campus, Campus concerns, statistics, Deployments, Challenges, women service member/veteran roles after deployments, differences between military and civilian students, mental health issues. We will also have a student veteran panel for the end. * Student Success and Retention Conference 2019 – February 14 & 15, 2019 in Portland, OR. Registration is open http://oregoncssa.com/ | |  |
| **Steering & Policy Subcommittee Updates – 15 Minutes** | | | |  |
| **Policy Updates** | Jennifer Anderson | | * In the approval pipeline:   + Military Deployment and Sex Offender policies were reviewed and approved at President’s Council on December 4, 2018. ARC needs to vote for final adoption of these policies.   + Registration/Late Registration policy was reviewed by College Council for the 2nd time on December 7th.   + Credit load policy needs a few tweaks before 2nd College Council review. * Deactivating student records has been drafted and is being reviewed in December for Steering & policy subcommittee. * Expressive Conduct – under revision * Financial Aid Census date - drafted * Currently under subcommittee review:   + Email Use   + Procedure for deceased student * In development for development:   + Limiting academic withdrawal   + Academic Forgiveness   + ISP policies moving to ARC |  |
| **Proposed new ARC Committee** |  | | * Financial Supports and Resources |  |
| **Access/Recruitment Subcommittee - 20 Minutes** | | | |  |
| Chatbots | Arian Rakich | |  |  |
| **Retention & Completion Subcommittee 10 Minutes** | | | |  |
| * Lessons gleaned from the registration labs | Ryan Stewart | |  |  |
| * Priority Registration for DRC | Christina Bruck | |  |  |
| * Leaver’s Survey | Lauren McMillan | |  |  |
| **Other** | | | |  |
|  |  |  | |  |
| **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.   * Monday, November 26th from 1:30 – 3:00 – Full committee * Wednesday, December 19th from 1:30 – 3:00 – Full committee * Wednesday, January 23rd, 1:30 – 3:00 – Full committee (will meet every 4th Wednesday of each month following) | | | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ARC Subcommittee Meetings Dates/Times/Locations | | | | | | | | | | **Retention/Completion** | | | **Access/Recruitment** | | | **Policy Steering** | | | | **Lead: Ryan Stewart** | | | **Lead: Ariane Rakich** | | | **Lead: Jennifer Anderson** | | | | **Date** | **Time** | **Room** | **Date** | **Time** | **Room** | **Date** | **Time** | **Room** | | 10/15/2018 | 2:00-3:00 | CC126 | 10/15/2018 | 1:30 -3 | RR117 | 10/15/2018 | 2:00 -3:00 | CC105 | | 11/14/2018 | 11:00 -12:00 | CC126 | 11/14/2018 | 11:00 -12:30 | RR117 | 11/16/2018 | 3:00-4:00 | CC105 | | December | TBD | CC126 | 12/4/2018 | 11:00-12:30 | RR117 | Dec-18 | TBD |  | | 1/9/2019 | 11:00 -12:00 | CC126 | 1/9/2019 | 11:00 -12:30 | RR117 | 1/9/2018 | 3:00-4:00 | CC105 | | 2/6/2019 | 11:00 -12:00 | CC126 | 2/6/2019 | 8:30 - 10:00 | D126 | 2/13/2018 | 3:00-4:00 | CC105 | | 3/6/2019 | 11:00 -12:00 | CC126 | 3/6/2019 | 11:00 - 12:30 | RR117 | 3/13/2018 | 3:00-4:00 | CC105 | | 4/3/2019 | 11:00 -12:00 | CC126 | 4/3/2019 | 11:00 - 12:30 | RR117 | 4/10/2018 | 3:00-4:00 | CC105 | | 5/2/2019 | 11:00 -12:00 | CC126 | 5/2/2019 | 11:00 - 12:30 | RR117 | 5/8/2018 | 3:00-4:00 | CC105 | | 6/5/2019 | 8:30 - 9:30 | D126 | 6/5/2019 | 8:30 -10:00 | DJ206 | 5/12/2018 | 3:00-4:00 | CC105 | | | | | |