**­­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 Reynolds, Lori Hall, Max Wedding, Ryan Stewart, Ariane Rakich, Joan Jagodnik, Lauren McMillian, Michell Gipson, Adam Wickert­­ and Tami Strawn

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

**Absent:** Shalee Hodgson, Sunny Weinardt, and Max Wedding

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| **Topic/Item** | **Presenter** | | **Discussion** | **Action/Decision** |
| **Committee Business – 40 Minutes** | | | |  |
| Review and approve previous meeting minutes | Jennifer Anderson | Jennifer presented a potential simple “up or down” voting process for the committee to use when approving minutes and polices.  Process:   1. Chair will call for a motion 2. Committee member will “Move to approve” with changes or as written 3. A committee member would “second the motion” 4. Chair calls for a vote  * All in favor * All opposed * All abstaining * Only the final count will be captured in the minutes (individual member’s names and how they voted will not be captured). * Committee voted with thumbs up to use the new voting processes   Review of November Meeting Minutes:   * One edit: Jaime attended the meeting and the minutes showed she was absent. Change made to minutes showing Jaime attended. * Lisa Moved to approve meeting minutes with changes. Dustin seconded the motion. Committee was all in favor of approving meeting minutes with changes. | | * Committee voted and APPROVED the new process for voting in Committee Meetings      * Committee voted and APPROVED November meeting minutes with changes |
| Student presentation in Computer Science – Computer basics Level 11 class | Jennifer shared a presentation about a student’s experience that was forwarded from faculty member Susan Edwards.   * This presentation was from a student who was in their first term and was giving information regarding navigating the CCC system. This presentation identified key areas of the student’s experience that was difficult at CCC and suggested improvements. * The group reviewed and discussed. The group wanted to learn more from the faculty member and to possibly find out more about this exercise and what caused some of these barriers and how we could improve. | | Jennifer and Lisa will discuss options for reaching out to the faculty about this topic. |
| SEM Update | * Due to time constraints, this item was tabled until the next ARC meeting in January. | |  |
| Upcoming Trainngs | Jennifer shared upcoming training opportunities with the group and encouraged the members to attend and share this information with others.   * 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 on the OC 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 | | Jennifer gave an update on the status of policies currently in development.   * 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. * **Sex Offender Policy**: Edit and to College Safety instead of Campus Safety. Edit 604P to signify Procedure   + - Lisa moves to adopt Sex Offender policy with changes. Karen Seconds. Committee approved unanimously. Policy is moved and approved with changes. * **Military Deployment**: Edit: Change Financial Aid Director to Director of Financial Aid.   + - Jaime moves to approve with minor edits with a second from Dustin. Committee approved unanimously.   + Registration/Late Registration policy was reviewed by College Council for the 2nd time on December 7th. Moving forward to Presidents Council in January.   + Credit load policy needs a few tweaks before 2nd College Council review in January.   Policies that are drafted:   * 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   Policies in the pipeline for development:   * + Limiting academic withdrawal   + Academic Forgiveness   + ISP policies moving to ARC | * Final approval of Sex Offender policy was approved with minor edits. * Final approval of Military Deployment policy approved with minor edits. * Jennifer to post final copies of these policies to appropriate web pages. |
| **Proposed new ARC Committee** |  | | The Steering & Policy subcommittee would like to propose a new ARC subcommittee called: Financial Supports and Resources:   * We have identified a trend where students need help with navigating the financial resources and supports that are available to them (E.G. financial aid, emergency fund financial support, work study, emergency loans, peer assistance, etc.). This committee will work to identify potential financial barriers that our students encounter and see if we can do something on an individual level as well as an institutional level. * New committee would be co-chaired by Karen Ash and John Ginsburg. * Suggested that we include a student perspective on this committee and Jim M. asked to be added as a member as well. * Committee members endorsed the creation of a new subcommittee. | This new committee will be formed starting in Winter 2019. |
| **Access/Recruitment Subcommittee - 20 Minutes** | | | |  |
| **Updates**  **Chabot’s** | Ariane Rakich | | Ariane gave an update on recent committee projects including:   * Continued work on developing a postcard for applicants. * Ready to review the advance college credit reports after the New Year to start ramping up outreach and recruitment activities. * The group has been focusing on recruitment and will be brainstorming about access, what it means to us, what’s going well and what are barriers. * The group is exploring new Chabot’s features for our website   + Chabot’s are an advanced search feature that produces answers for common questions. Found out what kind of things Chabot’s can address for college such as basic questions, scholarship questions, FASFA deadlines, admissions policy. If it can’t answer it can provide a number or forward questions to an email. Will look more into the idea and get more info. * Our website search function is limited and these Chabot’s are another way for our students to access information. * Some discussion about whether this would be a good option at CCC. Some concern expressed about too many projects currently and limitations with IT ability to take on new projects. However, the committee endorsed that the group should continue to explore this option. | * The subcommittee will continue to work on getting more information on Chabot’s regarding information and cost to move forward |
| **Retention & Completion Subcommittee 10 Minutes** | | | |  |
| * Update * Lessons gleaned from the registration labs | Ryan Stewart | | * Continuing discussions of trying to proactively communicate important deadlines to students and working to develop a calendar that could be posted across campus and seen in classrooms to help bring visibility. * Lessons gleaned from the registration labs: Registration labs were not a success in terms of attendance. Fewer than 10 students attended between the two sessions. However, it was reported that there was an uptick in people coming in after the email saying that they hadn’t registered yet. So the group is thinking about offering something similar but rather than have a drop in registration lab that happens during finals week, we would use advisors on campus and have 20 min appointments available for the entire week. * Email that went out to 2454 unique students. |  |
| * Priority Registration for DRC | Christina Bruck | | * This group met to discuss priority registration for DRC students. It is a legal obligation that we provide reasonable accommodations to a student who for medical reasons need to have priority registration. Looking to get a policy developed for a select group of students who qualify. * Have Christina put together a proposal and justification to share with Jennifer and Tara. | * Christina will put together a proposal and share with Jennifer and Tara |
| * Leaver’s Survey | Lauren McMillan | | * CCC Follow Up Survey – The survey is for people who have left for more than 2 terms and it will go out next fall. There is a national report that is about Community college and 4 year colleges.  1. Reason the attend CCC to begin with? 2. Did they meet their primary education goals? 3. Did they meet with anyone before they left? 4. If there was anything we could have done at CCC to prevent them from withdrawing? 5. If they would like to be contact by anyone about reenrolling?  * The survey branches off into two separate questions:  1. Ask if they came for educational purposes 2. Ask if they came for job related purposes?  * Time line for survey being sent out fall of 2019 for student who have not reenrolled for two consecutive terms. The point of survey is to gain information. * There was some discussion of putting some of the questions that we want to know more about but that are not going into the “leaver’s survey” into the registration email that Ryan sends out. If the student(s) decided not return they could fill out a survey as to why they are not returning. * There was a discussion about asking students to participate in focus group and there was a concern discussed by IR that they don’t have the resources to do this on their own. There was also discussion that members of the ARC committee (like Jennifer) could assist with future focus groups. It is not required that these be formal focus groups but we do need to be figuring out how to get feedback from student’s sooner about their experience. | * Lauren will email the National Study to Jennifer and/or Michell to send out to the committee |
| **Future Meeting Dates** | | | |  |
| * The full ARC committee will meet every 4th Wednesday of each month from 1:30 – 3:00 starting in January 2019. * Subcommittees will meet based on their individual member schedules. See the updated schedule of dates/times below. | | | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 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 | CC 123 | | 2/6/2019 | 11:00 -12:00 | CC126 | 2/6/2019 | 8:30 - 10:00 | D126 | 2/13/2018 | 3:00-4:00 | CC123 | | 3/6/2019 | 11:00 -12:00 | CC126 | 3/6/2019 | 11:00 - 12:30 | RR117 | 3/13/2018 | 3:00-4:00 | CC123 | | 4/3/2019 | 11:00 -12:00 | CC126 | 4/3/2019 | 11:00 - 12:30 | RR117 | 4/10/2018 | 3:00-4:00 | CC123 | | 5/2/2019 | 11:00 -12:00 | CC126 | 5/2/2019 | 11:00 - 12:30 | RR117 | 5/8/2018 | 3:00-4:00 | CC123 | | 6/5/2019 | 8:30 - 9:30 | D126 | 6/5/2019 | 8:30 -10:00 | DJ206 | 5/12/2018 | 3:00-4:00 | CC123 | | | | | |