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

**Date:** January 23, 2019 / 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, 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, Max Wedding, Ryan Stewart, Ariane Rakich, Joan Jagodnik, Michell Gipson, andShalee Hodgson

**Absent:** Adam Wickert

**Guests**: Justin Montgomery, RB Green, & Casey Curry

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| **Topic/Item** | **Presenter** | | **Discussion** | **Action/Decision** |
| **Committee Business – 5 minutes** | | | |  |
| **Review and approve previous meeting minutes** | Jennifer Anderson | Chris moves to approve meeting minutes without changes, Christina 2nd the motion and the minutes were approved with no changes. | | * Meeting minutes approved without changes |
| **Upcoming Trainings** |  | * AFaC, Harmony, and Wilsonville Service Staff – College Safety Training: Feb. 6th from 8:30 – 10:00 * 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/> * DRC 101 Series will be held Jan 30 – 12:00 to 1:00 – The training will be held in RR204 – The class will go over great information regarding the process is with incoming students and helping them navigate the process. * Christina will email information out to give information for registering for the class. * Feb 14: Love yourself Event: working with Counseling, ASG and Horticulture. Hands on activities about caring for yourself. | |  |
| **Steering & Policy Subcommittee Updates – 25 Minutes** | | | |  |
| **Policy Updates** | Jennifer Anderson | | * Two policies were sent through College Council for second round of review: Registration/Late Registration policy & Credit load policy. Both policies were reviewed without edits. * They will move to President’s Council on in early February if there are no modifications and should be approved. * Chris and Jennifer are going to discuss having priority registration for DRC for students that might have accommodations. They will continue to discuss if the Registration/Late registration policy needs to have any modifications to possibly include something related to early registration. | * President’s Council review was delayed due to snow day. New date is: Feb. 19th |
| **Membership** |  | | * The ARC Steering and Policy subcommittee reviewed the membership list and discussed term limits. Questions remain including: Are certain members required to attend based on role? How would non-required people get added? Who must be on committee who can roll on and off? Do we allow guests? The subcommittee is still reviewing these questions and will come back with more information at a later date. * Jennifer is working with Sue and Chris in ISP to help define the relationship between ARC and ISP policies and how it fits together. We may be adopting some ISP policies in the future. |  |
| **SEM Update & ARC Committee role with this work** | Jennifer Anderson | | * Jennifer updated the committee on SEM and presented materials that the SEM Steering Committee had presented to the Board of Directors in January. (See BOE SEM Presentation January for presentation.) * The SEM plan will involve members from all parts of the institution including the CCC executive team as they are accountable for helping to set CCC Strategic Vision and Mission. * Once the plan is developed and adopted, ARC will play a critical role with supporting ongoing SEM work. For example, the committee might be involved in evaluating the plan on an annual basis. * Next steps for developing the SEM plan by the SEM Steering Committee: * The goal is to involve multiple stakeholders early and often. * Develop the individual components of the plan. * Complete an SEM environmental scan and data collection analysis (in progress now). * Potentially complete a SWAT analysis. * Present and vet a draft plan by the end of this academic year. ARC may be involved reviewing that draft and working on key components in the summer and fall. |  |
| **Other – 30 Minutes** | | | |  |
| **VET Marketing Outreach & Recruitment Update** | Justin Montgomery, RB Green, & Casey Curry Guests | * Justin, RB and Casey came and gave a presentation about the grant that received for veteran specific marketing and outreach. They provided updates on their recent recruitment and outreach activities and talked about some of the outcomes of their efforts so far. See ARC Presentation1.pptx for presentation. | |  |
| **Access/Recruitment Subcommittee - 10 Minutes** | | | |  |
| **Committee Updates** | Ariane Rakich | | * Continued conversation about Chatbots: Josh is continuing to look into other companies and is gathering more information: It looks like the initial cost is between $10K -$40K Annually. * If it’s not financial feasible there is another option of a chat tool that is used with staff support * Continued to discuss barriers to access. * Lisa Ann will be joining the group in their March meeting to dissect the data to more inform our work. We will talk with her about our data needs as a subcommittee. * Continued work on the applicant postcard. * Have great draft and will be making a couple tweaks and then will bring to big group. * Will continue discussion about reaching out to students that have tuition waivers still available. We came up with a multi-tiered plan to reach out to the 600-700 students that are still in high school, those that are seniors in high school and those who are have graduated and still have waivers out there. |  |
| **Retention & Completion Subcommittee - 10 Minutes** | | | |  |
| **Committee Updates** | Ryan Stewart | | * Continued discussion of creating a yearlong calendar that would be placed in main areas in each building that shows important dates.   + Will be submitting a creative ticket soon and then will bring it back to the group for review.   + Spoke with Justin to try and Include these important dates on digital reader board. * Discus IR leaver survey:   + The survey will go out to students that haven’t returned. It wasn’t going to be sent out until next fall. That has changed and the plan is that the survey will now go out week 8 of this term.   + Question regarding providing a follow-up contact for respondents to the survey: We discussed capacity and there wasn’t really the capacity to have people to reach out. On the pilot survey it won’t be going out on that survey. * If there is anyone interested in supporting the focus groups, please send an email Lauren directly. * There was a question that came up in committee about: How many students are enrolled but having missing documents 18-19 year? * Ran numbers in mid-November: 8912 FASFA were received of those 3791 had missing documents and of those 500 were students were registered with CCC would have had financial aid if they had turned in missing documents. * We looked at high need students that would have full Pell grant eligibility and there were 164 students. * There are 225 students with no Pell eligibility. * The current process is to send an email to each of the students who are missing documents and that doesn’t seem to be working so we are looking at other ways to contact such as phone calls. |  |
| **Financial Resources and Supports Subcommittee - 10 Minutes** | | | |  |
| **Committee Updates** | Karen Ash & John Ginsburg | | * Developed the Purpose statement and goals including: * Identify potential financial barriers that our students are encountering. * Market the financial resources available both on and off campus to aid our students. * Facilitate improvement to existing financial support systems. * Propose new programs and resources to help ease student’s financial burdens. * Discussed examples of how we can achieve those goals including:   + Financial resources fair – inviting both internal and external individual in providing access to resources for students.   + Making short term loan information and application more accessible for faculty and staff to help students.   + Developing a complete resource document that’s easily available to all of the faculty and staff in order to direct our students. * The membership for this committee is Karen Ash, John Ginsburg, Jim Martineau. We have added Klaudia Cuevas, Christie Hansen, and Lindsay Curletto. They are also seeking a student to be a part of the committee. |  |
| **Future Agenda Items** | | | |  |
| **Future Agenda Items** |  | In progress Policies:   * Expressive Conduct Policy and Procedure * Draft Census Date Policy * Deactivating Student Records   Recruitment/Retention:   * Financial Aid – Changes to Work Study & Thinking about Estimated Award Packages * Changes to work-study process * Portal Update * Equity Committee * Skills Day | |  |
| **Future Meeting Dates** | | | |  |
| * Wednesday February 27th from 1:30 – 3:00 – Full committee * Wednesday, March 27th from 1:30 – 3:00 – Full committee * Wednesday, April 24th, 1:30 – 3:00 – Full committee * Wednesday, May 22nd , 1:30 – 3:00 – Full committee | | | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 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 | | | | | |