


Access, Retention & Completion Committee Meeting Agenda & Minutes


Date: April 23, 2019 / 11:00 – 12:00 pm / **Location:** CC Fireside Lounge / **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, and Adam Wickert

Present: Chris Sweet, Christina Bruck, Jennifer Anderson, Jim Martineau, John Phelps, John Ginsburg, Karen Ash, Lisa Reynolds, Lori Hall, Ryan Stewart, Michell Gipson, Josh Aman, Ariane Rakich, and Joan Jagodnik

Absent: Jaime Clarke, Adam Wickert, Dustin Bare, Max Wedding and Shalee Hodgson

Topic/Item	Presenter	Discussion	Action/Decision
Committee Business – 30 minutes			
Review and approve previous meeting minutes (1-23-19)	Jennifer Anderson	<ul style="list-style-type: none"> Meeting minutes were sent prior to the meeting for committee review and feedback. Joan moves to approve and Karen seconded the motion. Meeting Minutes are approved as written 	Approved. No opposed.
Enrollment Brainstorm Session	All	<p>The group broke into small groups to brainstorm ways to increase fall 2019 enrollment. The full list of ideas is in the attached “brainstorming session” notes. Key themes emerged including:</p> <ul style="list-style-type: none"> Increasing or implementing new communications across the campus, for new and pipeline students, and for current students. Financial incentives and programming Increasing awareness of current campus resources Developing new course offerings/options (E.g. online, community, etc.) 	<ul style="list-style-type: none"> See the ARC brainstorming Sessions notes for full details.  <p>4.23.19 ARC Brainstorming Session</p>
Proposal: Remove the online orientation requirement for those taking less than 5 credits.	Ryan	<ul style="list-style-type: none"> All credit and degree certificate seeking students are currently required to complete the online orientation. This includes a number of students enrolling who are only planning to take one class. <ul style="list-style-type: none"> Ryan has identified over 1,000 comments from students that do not think they should have to take classes. Especially those taking one class. Proposal – remove the online orientation requirement for students that are less than part time. Discussion - How was the decision to make the online orientation made? What does this group think about this proposed change and if we support the change, who needs to be involved in the final decision? 	<ul style="list-style-type: none"> Jennifer, Chris, and Ryan to have additional conversations about this proposal and identify potential next steps.

		<ul style="list-style-type: none"> ○ The group was generally supportive of removing the online orientation requirement for those taking less than part time credits. ○ Some discussion about what happens when students come back and take more credits later. We don't want to create a "loop hole" for students to get around this requirement if they end up taking more classes later. ○ Some discussion about the role of orientation and how this is an important resource for students as they get started at CCC. 	
Proposal: Send faculty a slide with key information (E.g. registration) to post to their classes and promote enrollment.	Ryan	<ul style="list-style-type: none"> ● In an effort to increase enrollment, Ryan proposed that we start advertising critical information like registration opening, to students in their classes. ● This idea came from a session at the recent Student Success Rate Conference and the Associate Dean of Student Services had a presentation called "How could they not know about these resources". They established a process where faculty were sent a slide of the week of the resource of the week. The highlighted a specific campus resources. ● Discussion: Do we want to implement this here? If so how would we proceed? <ul style="list-style-type: none"> ○ We would need to engage faculty with this type of activity. We don't currently have a process for engaging the greater faculty community with this type of idea beyond ARC. Should we consider taking something like this forward to College Council or the Dean's and Director's meetings? ○ Could we also promote this type of information on Moodle and/or computer log in screens? 	<ul style="list-style-type: none"> ● Lori, Jennifer, Ryan, and Chris to have additional conversations about how to move this idea forward.
Subcommittee Reports –60 Minutes			
Subcommittee Reports	Leads	The leads of each subcommittee sent in written updates that were shared with the committee via email.	 April ARC Sub-Committee Write
Future Agenda Items			
Future Agenda Items		In progress Policies: <ul style="list-style-type: none"> ● Expressive Conduct Policy and Procedure ● Financial Aid Disbursement "Census" Policy ● Deactivating Student Records ● Program of study policy request from Tara and Sue ● ARC policies posted to portal and public web page? Upcoming trainings?	
Future Meeting Dates			

- Wednesday, April 24th, 11:00 -12:00 – Full committee
- Wednesday, May 22nd, 1:30 – 3:00 – Full committee

ARC Subcommittee Meetings Dates/Times/Locations

Retention/Completion Lead: Ryan Stewart			Access/Recruitment Lead: Ariane Rakich			Policy Steering Lead: Jennifer Anderson		
<u>Date</u>	<u>Time</u>	<u>Room</u>	<u>Date</u>	<u>Time</u>	<u>Room</u>	<u>Date</u>	<u>Time</u>	<u>Room</u>
10/15/2018	2:00-3:00	CC126	10/15/2018	1:30 -3	RR117	10/15/2018	3:00 - 2:00 -	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