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

**Date:** May 22, 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, and Adam Wickert­­

**Present:**

**Absent:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic/Item** | **Presenter** | | **Discussion** | **Action/Decision** |
| **Committee Business – 30 minutes** | | | |  |
| **Review and approve previous meeting minutes (4-23-19)** | Jennifer Anderson |  | |  |
| **Policy Approvals** | Jennifer Anderson | * Final review and approval of the Activating & Deactivating Student Accounts policy & procedure – ARC 404 & ARC 404P   This policy has been through the complete approval process with the most recent approval at President’s Council on May 21, 2019. Final step is for ARC committee to review and approve that this policy be finalized.   * Final review and approval of the Registration/Late Registration policy and procedure – ARC 403 & ARC 403P   This policy has been through the complete approval process with the most recent approval at President’s Council on May 21, 2019. Final step is for ARC committee to review and approve that this policy be finalized. | |  |
| **Review of Current ARC Format** | Jennifer Anderson | * Partner up & discuss how ARC has gone for you this year. Write top three things that are going well and top three things that you would like to change/ideas/suggestions.   + These will be collected and compiled and will be reviewed by the Steering Committee to make changes for next year. * Should we meet over the summer? How is the timing of these meetings for this group? Change the date/time? | |  |
| **Movie Night at CCC this summer** | Jennifer Anderson | * Planning Group Needed | |  |
| **Subcommittee Reports –60 Minutes** | | | |  |
| **Policy & Steering Committee – 10 minutes** | | | |  |
| **Committee Updates** | Jennifer Anderson | * Two policies being brought forward for final ARC approval. See above section for details. * Update on the Financial Aid Disbursement Policy – ARC 405   This policy has been reviewed by ASG, President’s Council, ISP, and 1st read at College Council. It still needs to be reviewed a second time at College Council and a final time at President’s Council before coming back to be approved by ARC.   * Feedback requested re: ISP/ARC policy for CCC webpage: <https://sitefinitytest1.clackamas.edu/test-pages/policies-and-procedures> * Jennifer and Lori met with Executive Council to discuss the approval process for policies that deal with issues beyond students (Email, Expressive Speech, and Media). Jennifer will be working with Denice to identify which ARC policies may need to be moved to Administrative Regulations. | |  |
| **Access/Recruitment Subcommittee - 15 Minutes** | | | |  |
| **Committee Updates** | Ariane Rakich | | * SPAM Applications * New Student Postcard |  |
| **Retention & Completion Subcommittee - 20 Minutes** | | | |  |
| **Committee Updates** | Ryan Stewart | | * Requiring online orientation for all students? * Important Date Series Slides – RS |  |
| **Financial Resources and Supports Subcommittee - 15 Minutes** | | | |  |
| **Committee Updates** | Karen Ash & John Ginsburg | |  |  |
| **Good of the Order** | | | |  |
| **Upcoming Trainings & Related Announcements** | All | * Ramadan * Applications for Peer Assistants currently open * NCORE * DEI focus groups | |  |
| **Future Agenda Items** | | | |  |
| **Future Agenda Items** |  | In progress Policies:   * Expressive Conduct Policy and Procedure * Financial Aid Disbursement “Census” Policy * Program of study policy request from Tara and Sue * Discussion of process for course substitution waiver form | |  |
| **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** | | | **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 | | | | | |