**Access, Retention & Completion Committee Meeting 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, Shalee Hodgson, Adam Wickert­­, Lauren McMillin and Tami Harper

**Present:**  Dustin Bare, Jaime Clark, Jennifer Anderson, Jim Martineau, John Ginsburg, John Phelps, Karen Ash, Lisa Reynolds, Lori Hall, Max Wedding, Ryan Stewart, Ariane Rakich, Michell Gipson

**Absent:**  Christina Bruck, Adam Wickert, Shalee Hodgson

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| **Topic/Item** | **Presenter** | **Discussion** | **Action/Decision** |
| **Committee Business – 30 minutes** |  |
| **Review and approve previous meeting minutes (4-23-19)** | Jennifer Anderson | * Dustin moved to approve the meeting minutes to be approved and Lisa seconds the motion. Committee voted to approve meeting minutes as written.
 | * Meeting Minutes approved as written
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| **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. * Max Move to approve ARC 404 & ARC404P Karen seconded the motion and the committee to approved Policy.
* 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.* Lori move to approve ARC 403 & ARC403P Registration/Late Registration Policy, John seconded the motion and the committee approved the Policy.
 | * Approved Policy ARC 404 Activating & Deactivating Student Account policy and procedure
* Approved ARC 403 & 403 Registration
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| **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 and Policy Committee to make changes for next year.
* Meeting during the Summer – There was a lot of discussion.
* Decision: Full ARC Committee will meet in June and September not meeting in July August to be cognizant of including faculty participants.
* Have the Subcommittee meetings during July and August and they are accountable to the Chair.
* Jennifer indicated that we will need to continue to develop new policies over the summer.
* Jennifer will schedule of the June and September meetings and send out the calendar invitations.

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| **Movie Night at CCC this summer** | Jennifer Anderson | * Planning Group Needed.
* No discussion due to time. Moved to June 2019 meeting.
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| **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 June 7, 2019 and a final time at President’s Council before coming back to be approved by ARC. * Feedback requested re: ISP/ARC CCC policy webpage: <https://sitefinitytest1.clackamas.edu/test-pages/policies-and-procedures>
* If you have additional thoughts or suggestions speak with Jennifer after meeting.
* Jennifer and Lori met with Executive Team 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.
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| **Access/Recruitment Subcommittee - 15 Minutes** |  |
| **Committee Updates** | Ariane Rakich | * Silver ambassadors
* recruiting the seniors’ population who are involved in CCC and using them as advocate and champions of the college.
* Proposed a possible senior web page or hard copy resource for seniors who are wanting to take classes.
* New Student Postcard – Passed around the new postcard and it would go out to degree and certificate seeking new applicants.
* would send out once a term and it would encourage applicant to take a selfie and post it on social media (Facebook and Instagram) and enter a drawing for 4 credit tuition waiver.
* Working with Kim Crane on a webpage that has the term of drawing and meets all the legal requirements.
* Live Chat software:
* applied for a mini grant to help fund Live Chat for the first year.
* Mini grant is for pilot and then the marketing and enrollment would split cost.
* integrate the new software to allow us to connect with student or potential students – could be plugged into specific pages.
* 3 license would be purchased and those would live in enrollment, welcome Center and possibly financial services.
* Hope to Improve to high volume.
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| **Retention & Completion Subcommittee - 20 Minutes** |  |
| **Committee Updates** | Ryan Stewart | * Fall registration
* Working with marketing regarding the tuition waiver to incentivize students to register earlier.
* Ongoing plan for a summer work day to planning.
* Plan an ongoing summer enrollment campaign to make calls to students who should register and will be more focused on students who degree seeking that have 70% threshold of their degree to get them to register for Fall.
* Power point slide letting CCC student know they can register for classes.
* Chris did email Power point slide and the feedback from the faculty was good.
* Important Date Series Slides
* Desk top screen in every classroom and computer lab to help with general awareness of registration.
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| **Financial Resources and Supports Subcommittee - 15 Minutes** |  |
| **Committee Updates**  | Karen Ash & John Ginsburg | * Klaudia has updated the “Paying for College” brochure
* Includes information about the financial aid resource lab
* Jaime stated that there might be some grant funds available for translating the brochure. Send her information on what is needed.
* We are continuing to building a data base of financial aid resources
* ASG is offering all the grants that they offer during the 3 quarters during the summer
* There were not enough applicants
* Feedback about ASG application is long so John is going to work with Michelle and explore other options
* We like the concept of one place for someone to go with to get financial resource
* Concept of a Financial care team – that would handle emergency funds –
* there isn’t a system in place so that can handle the input. The hope is that they can work with the foundation and get a system in place.
* Peer assistant program – there was not enough applicants and the large group interview process had to be canceled
* Trying to focus on decreasing summer melt and increase the number of students that apply and then do enroll.
* Maybe we can be promoting the peer assistantship that might meet the criteria.
* Maybe after scholarships go out we can send out an email to those who did not receive it any scholarships.
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| **Good of the Order** |  |
| **Upcoming Trainings & Related Announcements** | All | * Ramadan
* Applications for Peer Assistants currently open
* NCORE
* DEI focus groups
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| **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
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| **Future Meeting Dates** |  |
| June 11, 2019 11:00 am – 12:00 am Room CC127 |