

Access, Retention & Completion Committee Meeting Agenda & Minutes

Date: June 11, 2019 / 11:00 – 12:00 pm / **Location:** CC 127 / **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: Chris Sweet, Christina Bruck, Jaime Clarke, Jennifer Anderson, Jim Martineau, John Ginsburg, John Phelps, Josh Aman, Karen Ash, Lisa Reynolds, Lori Hall, Ryan Stewart, Ariane Rakich, Joan Jagodnik, Michell Gipson, Shalee Hodgson, Adam Wickert

Absent: Dustin Bare, ASG Admin, Max Wedding, Lauren McMillin

Guests: None

Topic/Item	Presenter	Discussion	Action/Decision
Committee Business – 5 minutes			
Review and approve previous meeting minutes	Jennifer Anderson	<ul style="list-style-type: none"> • Reviewed meeting minutes <ul style="list-style-type: none"> ○ Karen moved to approve meeting minutes and Lisa seconded ○ Approved as written 	<ul style="list-style-type: none"> • Minutes approved as written
Steering & Policy Subcommittee Updates – 25 Minutes			
Policy Updates	Jennifer Anderson	<ul style="list-style-type: none"> • Update on the Financial Aid Disbursement Policy – ARC 405 <ul style="list-style-type: none"> ○ Financial Aid Disbursement Policy was sent to College Council for a second time last Friday and there were no additional edits/additions. ○ Jennifer sent the policy to Denise to add to the next Presidents Council meeting for approval. They may not be meeting for the summer so they will email their approval if needed. • ARC Committee has approved 6 policies this year and all approved policies and procedures are located in the ARC committee folder in the portal. 	
Mailing Course Schedule	Lori Hall	<ul style="list-style-type: none"> • Update from Lori Hall regarding a change with mailing out course schedules <ul style="list-style-type: none"> ○ Our current practice is to print and mail the course schedule to homes and have received feedback that this is no longer the best way to distribute this information. Decided to change the process. <ul style="list-style-type: none"> ▪ Printing the Class Schedule like we always do would cost \$136,000.00. ▪ Printing what we would usually have on campus and what we would drop off at community centers and libraries would cost \$14,000.00. 	

		<ul style="list-style-type: none"> We are no longer going to print out and send the course schedule to homes and but will send out a newsletter announcement. Lori shared a prototype for the committee to review. We will have different features like events happening on campus, information regarding registration, Theatre events Music Events and Athletic events. We will have a community education corner. Lori is hoping to launch the new materials in the Fall. 	
Other – 30 Minutes			
Live Chat	Ariane/Josh	<ul style="list-style-type: none"> Live Chat – Mini grant update <ul style="list-style-type: none"> We received funding for \$1800 from the mini-grant which will cover 3 licenses for 1 year to try out Live Chat. Mini grants are dispersed in July and will run July 2019 through July 2020. The plan is to start using Live Chat with admissions & enrollment and see how it works. Kim crane is going to join at the subcommittee meeting so that we can start integrating this into the website. 	
Movie Night – Summer		<ul style="list-style-type: none"> Alissa has partnered with Oregon City to bring “Movie in the Park” to campus. <ul style="list-style-type: none"> August 8th and the movie is “Wonder” The space where it will be held at the field NE of Yellow Parking We want to promote to community 	
Brainstorming possible Themes for upcoming year		<ul style="list-style-type: none"> Committee broke up into small groups to discuss and brainstorm possibly themes for next year – see notes below. 	 Themes for ARC 2020.docx
DOE Visit	Karen Ash	<ul style="list-style-type: none"> Karen shared that our Institution has been selected for a program review from The Department of Education. <ul style="list-style-type: none"> This audit does not just cover Financial Aid but will audit systems with the entire college. The site visitors will be offsite but starting with us the week of July 15th. <ul style="list-style-type: none"> Greer is working on blocking out some dates. Will need to have some information to the DOE by: June 21st, June 28th & July 3rd 	

Subcommittee Updates	Leads	<ul style="list-style-type: none"> ○ Subcommittees may meet over the summer depending on member availability. ○ Subcommittees will provide updates to Jennifer over the summer about activities/initiatives. 	
-----------------------------	-------	--	--

Future Meeting Dates –	Full ARC committee is not meeting over the summer. Will reconvene in the fall.
-------------------------------	---

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	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

Brainstorm Themes for ARC 2019-20

- Professional Development work group came up with a theme of “We are learners”.
 - Learning to take care of our students, ourselves and others. Maybe we can play on that.
- Learn what we all do and opportunities for process improvement.
- Talk about our areas and learning what each area does.
- Solution squad:
 - Trying to come up with solutions to get student through
 - Guided pathway to get students on a path
 - Students have to deal with all different things obstacles
 - Making sure we are putting ourselves on the shoes of the students.
 - What impacts the student
 - Policies that might challenge them.
 - Different areas that life situations that might be impeding them from being successful.
 - Viewing it like a student is one of the issues we have. We have to understand through eyes of the students
 - It would be interesting if we could somehow be secret shoppers of our own process?
- Making connections to existing processes
- Faculty
 - Understanding what our faculty on campus are doing and/or could be doing to support the Access Retention and Completion of students.
 - Helping to identifying areas of engagement but also understanding what faculty are already doing.
 - It’s a great opportunity to breakdown the silos between academic affairs and student affairs to get a better picture of what we do holistically as a college to help students.
 - Share some best practices already being done
 - Learn from other community College what their best practices and within our own areas.
- Alignment
 - Bringing leads from Guided Pathways together with leads from Strategic Enrollment Management and DEI– looking across the college if some key indicators were selected that we could look at
 - SEM as we move to recommendation and strategies that make sure it broadly shared and with DEI is the same
- How do we do Access Retention and Completion in the work we do.
 - How does it apply in each of those areas?
- DEI and applying and equity lens to what we do.
 - Additional training related to equity gaps that exist and what we can do to help close those gaps
 - More Cultural competency for ourselves could help us frame our minds around changing what we do to increase access, retention and completion for those who are underrepresented.
 - Frame and help prepare us to lead these conversations as they continue to happen across the campus.
- What do we look like to the community?
 - How are viewed as a community college?
 - Is there more we can do to be a part of the community
 - What do other community college do?
 - How do we bring new people in and create those stories to community?

