



Access, Retention & Completion Committee Meeting Agenda & Minutes



Date: November 18, 2019 / 10:30 – 12:00 pm / **Location:** Fireside Lounge / **Chair:** Jennifer Anderson / **Recorder:** Michell Gipson



Members: ASG Admin, Chris Sweet, Christina Wiglesworth, 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 McGuire, Christopher Zimmerly-Beck, Lanie Sticka (ASG rep) and Beth Wicklund

Present: Chris Sweet, Christina Wiglesworth, 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, Lauren McGuire, Christopher Zimmerly-Beck, Lanie Sticka, Beth Wicklund

Absent: Shalee Hodgson and Adam Wickert **Guests:** None

Topic/Item	Discussion	Action/Decision
Committee Business – 5 minutes		
Review and approve previous meeting minutes	<ul style="list-style-type: none"> • Review October 2019 meeting minutes: <ul style="list-style-type: none"> ○ Name change for Christina Wiglesworth from Bruck - Chris moved to approve with changes and Christina 2nd the motion. - Minutes approved with changes. 	<div style="text-align: center;">  ARC Meeting Minutes 10.14.2019 final.docx  LiveChat Settings Knowledge Base.docx </div>
CCC Information & Initiatives		
Enrollment Update	<ul style="list-style-type: none"> • Chris and Ryan gave an update of current enrollment and winter application numbers. <ul style="list-style-type: none"> - Chris has requested feedback about what everyone would like to hear what kind of data would be helpful to have provided at future meetings. • Applications: <ul style="list-style-type: none"> - Don't have any numbers at this point - Spam application seem to be muddling up some numbers still figuring that out • Fall FTE is up 2.9% relative to same time last year. <ul style="list-style-type: none"> - When Chris was at his stateside registrars meeting everyone reported being down except us. - We were down last year about 3%. - We are almost even with were we 2 years ago • Head count for Fall is up 3.7% <ul style="list-style-type: none"> - This shows that students are still really taking really part time loads. 	

	<ul style="list-style-type: none"> • Looking at early Winter numbers we are down 10% compared to same time last year but it is really early first week of registration for winter term • Chris asked if there is other information that we want to know. <ul style="list-style-type: none"> - Jim thinks it would helpful to know what's making up that 2.9% - Retention numbers from Fall to Fall maybe at the end of the school year. • Jaime shared that ACC was up 19% for Fall • Spring “register now” outcomes (Ryan’s Brief Fall 2019 vs Fall 2018) – see attached document. 	 <p>Ryan's Brief Fall 2019 vs fall 2018 enrollmen</p>
<p>Collaborative Advising Redesign (CAR)</p>	<ul style="list-style-type: none"> • Dustin gave an update about collaborative advising redesign (CAR) which is a major initiative that falls under guided pathways. <ul style="list-style-type: none"> - This is an overview of what our goals have been, where we have been, and where we are going. CAR is made up of a group of faculty and advisors and aligned with Guided Pathway goals of keeping students on a path, learning on a path and completing a path. <ul style="list-style-type: none"> ▪ One of the focuses is directing specific relationships between professional and faculty advisors. - One of things we have been charged with is: <ul style="list-style-type: none"> ▪ When is it mandatory for students to see advisors. ▪ We want to assign every student to an advisor. • CAR is making a distinction between professional or staff advisors versus faculty advisors. Staff advisors are professional advisor that do not teach. • Some of the goals of CAR: <ul style="list-style-type: none"> ▪ To move away from current ad-hoc ER triage advising that currently serves students that happen to show up. ▪ Move in a direction where there is more structure around advising and we are intentionally building relationships. ▪ Looking to make stronger connections and collaboration between faculty, advisors and programs specifically. • Currently piloting 2nd year of formalized mandatory advising model with engineering students. <ul style="list-style-type: none"> ▪ Made some shifts based on student feedback about mandatory advising that we received from a survey. Going forward Engineering students will have 3 different check points. ▪ This Fall any student with less than 15 completed credit is mandated to meet with an advisor their first term ▪ Winter term any student between 35 -45 credits will meet with an advisor and then again at 65 -75 credits • Distributed Advisors: <ul style="list-style-type: none"> ▪ STEM has had a distributed advisor ▪ Information, Technology and Automotive has a distributed advisor ▪ Joan is an advisor for ABS, GED, High School diploma and PIE students • We have a subgroup working on cleaning up Program and Study. • We are piloting early alerts with a limited number of faculty about 20 -25 about attendance <ul style="list-style-type: none"> ▪ There was about 20 alerts that came through as students were not attending more than once ▪ Most of them were not attending for a reason and well helped them not attend appropriately 	 <p>CAR Overview and Navigate Update for</p>

	<ul style="list-style-type: none"> • Launched Navigate to all new students. <ul style="list-style-type: none"> ▪ The Oregon City campus all advisors have been using Navigate with every students • Goal is to align all professional advisors in SASS with an EFA and begin collaboration with those faculties within the EFA's • Currently in the process of hiring 2 prof advisors with goal of having new staff start in December 2019. • The important to use Navigate to grow the use of collaboration with faculty. • In progress with launching Progress Reports <ul style="list-style-type: none"> ▪ Progress reports are a way to send a list of students and they can indicate if there is one of their students at academic risk. ▪ There are 6 different early alert codes that will notify the student that they could be doing things a little differently to improve their academic standing. ▪ The goal is to send these out the 4th week of the term ▪ We are going to pilot in Winter with Math and Writing 	
Steering & Policy Subcommittee Updates – 25 Minutes		
Policy Updates	<ul style="list-style-type: none"> • Jennifer provided an update about some ISP policies that have been going through the review process. • ISP 281 Grade Appeal Policy and Procedure – see materials attached. • Policies going through College Council: FYI <ul style="list-style-type: none"> ○ CCC Access Control ○ ISP 171 Use of CCC Brand ○ ISP 180 Continuing Education Units 	 <p>ISP 281 Grade Appeal Policy.docx</p>  <p>ISP 281 Grade Appeal Procedure.doc</p>
Access/Recruitment Subcommittee - 10 Minutes		
Committee Updates	<ul style="list-style-type: none"> • Initiative update: <ul style="list-style-type: none"> - We are still working on the skills contest waiver and the ACC student outreach. - New applicant post card t is ready to go working on getting the terms and conditions webpage details. - Live Chat went live 2 weeks ago with Enrollment Services. <ul style="list-style-type: none"> ▪ It's currently on the Registration page. ▪ Will continue to add Live Chat to pages. ▪ Will continue to work with College relations and marketing to figure which pages have the most traffic. • Focusing on 2 key initiatives for the new year: <ul style="list-style-type: none"> - Bringing back a preview night: It would be collaborative effort between a variety of areas that would consist of campus tour, breakout sessions. <ul style="list-style-type: none"> ▪ Making sure we represent different pathways. ▪ Special focus on Career and Technical focus. - Focusing on Connections with Seniors <ul style="list-style-type: none"> ▪ Silver Ambassadors program that Tim is working with people on. ▪ Working together to have a webpage or printed materials to help people know what we have for seniors and make it easier to utilize the services that are out there. 	

	<ul style="list-style-type: none"> - Lori is working on getting printed material for a part of the DACA and undocumented student program. 	
Retention & Completion Subcommittee - 10 Minutes		
Committee Updates	<ul style="list-style-type: none"> • Lauren put together the intuitional research dashboard <ul style="list-style-type: none"> - Shows the overall FTE - Head count - Enrollment by course - The subcommittee is all going to take a look at the dashboard results try and find something that they are interested in, try and find a trend and then hone in on what the commonality. - Hoping the data will inform some kind of a conversation related to retention. • Can we have your committee take a look at the retention from Fall to Winter and see if there are things that we can do to understand more. <ul style="list-style-type: none"> - See if the work we did last year impacted the Fall to Winter retention from last year. - Are there things that we could be doing now to impact the Fall to Winter retention of this year. - Is there some short goals term to term that we can focus on this year? - Based on the IT put out the Lever survey enrolled Fall 2018 and did not enroll in Winter <ul style="list-style-type: none"> ▪ Some of the biggest issues was course availability • 15 credit flyer: <ul style="list-style-type: none"> - The standard Full Time is 12 credit <ul style="list-style-type: none"> ▪ The national average for a 2-year degree is about 3.3 -3.5 years and CCC is an average of 3.1 3.2 years to complete - 15 credits are helpful to move through CCC quicker to workforce or transfer to 4-year institution - There will need to be a website that has information about it. - Part time students usually don't finish - Letting people know that you can take 12 -18 credits <ul style="list-style-type: none"> ▪ Oregon promise only pays 12 units. They do not pay for more and do not pay for summer. ▪ The majority of scholarships are not offered during the summer. 	
Financial Resources and Supports Subcommittee - 10 Minutes		
Committee Updates	<ul style="list-style-type: none"> • Karen researched what it means to have emergency aid programs. <ul style="list-style-type: none"> - Karen has been working on a draft to present to the committee that has one application for students: that are in need of short term emergency resolution. Will be submitting that to the committee at the next meeting. • Work study update: <ul style="list-style-type: none"> - We currently have 38 funding position above and beyond what have already have been funded. - If you know some students who might be needed • How intentional are we marketing those positions to the students? <ul style="list-style-type: none"> - Students have to be fed eligible - There used to be an orientation class where the departments could go and advertise for themselves but you get to meet with the students. 	

	<ul style="list-style-type: none"> Emergency funding is currently available: <ul style="list-style-type: none"> Working on bringing all the groups that offer emergency funding together to create a team so that there is one form for all funding sources. The student could fill the form out and it gets kicked to all 3 offices. F9 extra money with ASG has been accruing year to year. Sara Dier from Foundation has joined our group the subcommittee. 	
Steering & Policy Committee – if time allows		
Committee Updates	<ul style="list-style-type: none"> Review the subcommittee description to identify if anything needs to be updated and update membership accordingly. 	
Upcoming Trainings/Events/Activities		
Master Calendar	<p>The latest version of a master calendar has been posted to the I-drive (I:\Master Calendar). We'll see updates to this living document over the course of the year, including updates from:</p> <ul style="list-style-type: none"> Guided Pathways (via Lori Hall) Strategic Enrollment Management (via Tara Sprehe) Diversity, Equity, and Inclusion (via Melissa Richardson) Strategic Planning (via Jason Kovac) 	
Future Agenda Items		
Future Agenda Items	<ul style="list-style-type: none"> DEI Report Equity Lens Workshop primary program of study changes Workshop Progress Reports and Care units in Navigate and Expanding Navigate beyond advising Workshop One Place and Review new building plans with group House and Senate Bills Upcoming trainings/events/activities SNAP CRM Service Area Assessment CARE/College Safety Update 	
ARC Full Committee Meeting Dates		
Fall Term <ul style="list-style-type: none"> Monday, December 16, 10:30-12:00 	Winter Term <ul style="list-style-type: none"> Monday, January 13, 10:30 – 12:00 Monday, February 10th, 10:30 – 12:00 Monday, March 9th, 10:30 – 12:00 	Spring Term <ul style="list-style-type: none"> Monday, April 13, 10:30 – 12:00 Monday, May 11, 10:30 – 12:00 Monday, June 8, 10:30 – 12:00
Subcommittee Meeting Dates		

<p>Access and Recruitment</p> <ul style="list-style-type: none"> Monday, December 16th, 11:30-1 Monday, January 27th, 11:30-1 Monday, February 24th, 11:30-1 Monday, March 23rd, 11:30-1 Monday, April 27th, 11:30-1 Monday, May 18th, 11:30-1 Monday, June 22nd, 11:30-1 	<p>Retention and Completion</p> <ul style="list-style-type: none"> Monday, December 20th, 10:00 – 11:00 Monday, January 17th, 10:00 – 11:00 Monday, February 21st, 10:00 – 11:00 Monday, March 13th, 10:00 – 11:00 Monday, April 17th, 10:00 – 11:00 Monday, May 15th, 10:00 – 11:00 	<p>Financial Resources and Supports</p> <ul style="list-style-type: none"> Tuesday, October 29 12 – 1:30 Wed, November 27 12 – 1:3 Monday, December 23 11 – 12:30 Monday, January 27 11 – 12:30 Monday, February 24 11 – 12:30 Monday, March 23 11 – 12:30 Monday, April 27 11 -12:30 Monday, May 25 11 – 12:30 Monday, June 29 11 – 12:30 	<p>Policy and Steering</p>
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