


Access, Retention & Completion Committee Meeting Agenda & Minutes





Date: March 9, 2020 / 10:30 – 12:00 pm / Location: CC 127 / Facilitator: Jennifer Anderson / Recorder: Jennifer Anderson




Members: ASG Representative, Josh Aman, Jennifer Anderson, Karen Ash, Dustin Bare, Jaime Clarke, John Ginsburg, Michell Gipson, Lori Hall, Shalee Hodgson, Joan Jagodnik, Jim Martineau, Lauren McGuire, Jennifer Nickell, John Phelps, Ariane Rakich, Lisa Reynolds, Ryan Steward, Chris Sweet, Max Wedding, Adam Wickert, and Christina Wiglesworth

Absent: Michell Gipson and Christopher Zimmerly-Beck

Guests: Kim Crane

Topic/Item	Presenter	Discussion	Action/Decision
Committee Business – 5 minutes			
Review and approve previous meeting minutes	Jennifer Anderson	<ul style="list-style-type: none"> Review of February meeting ARC minutes. Approved with no changes. 	 ARC Meeting Minutes 2-10-2020.1.docx
CCC Information & Initiatives – 60 minutes			
Cornoavirus	Jennifer Anderson	<p>Jennifer gave an update about Executive Team meeting to review plans and response to COVID-19.</p> <p>Please see the guidance released today by OHA:</p> <ul style="list-style-type: none"> OHA Press Release: State agencies issue COVID-19 guidance to Oregon schools and universities, March 8, 2020 OHA Interim public health recommendations for response to COVID-19 casesin Oregon schools, March 8, 2020 Also, if you are not already aware of this, please see the HECC website page: Oregon Higher Education Resources on Novel Coronavirus, COVID-19 Thinking about what we can do after spring break to move as much as possible online/back up options in spring. Self-isolating Compromised immune system or family members with compromised immune systems. Facilities is wiping high touch areas using cleaners that are approved by the EPA to kill Covid-19. Expecting 30 new hand sanitizer stations. Think about saying yes to anything new like visits to campus.... 	<ul style="list-style-type: none"> Emergency response team is meeting regularly to track issues and plan to modify business as needed.

Policy Review	Jennifer Anderson	<p>Jennifer provided an update about policies under review:</p> <ul style="list-style-type: none"> • Final review and approval of ARC 406 and 406 P Funding for VA Educational Recipients. • Policies in development or being updated that should be available for review soon: <ul style="list-style-type: none"> ○ ARC 407 – Student Name Requirements ○ ISP 280 Grading – Requiring Last Date of Attendance ○ ISP 191 Administrative Withdrawal – Requiring faculty to withdraw students in the first 2 weeks of the term for no-shows. ○ ISP 281 – Grade Appeal – Clarifying the process for students to request a review of their grade. • ISP Policies reviewed at College Council 3.6.2020 – FYI: <ul style="list-style-type: none"> ○ http://webappsrv.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings&date=03/06/2020 <ul style="list-style-type: none"> ○ ISP 171, Academic Use of CCC Brand and Logo ○ ISP 481, Recognition of Academic Excellence – 2nd Read 	 ARC 406 P VA Educational Recipient  ARC 406 P VA Educational Recipient
EFA Website updates	Kim Crane	Kim Crane, CCC webmaster, joined ARC to provide an overview of the new EFA website that will be launched soon.	
Oregon Community Colleges #RealCollege Survey Report	Lauren McGuire	<p>Lauren from IR office shared information about the HOPE Center's #RealCollege survey results for Oregon's community colleges. In 2019, approximately 8,100 students from 14 Oregon community colleges responded to the #RealCollege survey. The results indicate:</p> <ul style="list-style-type: none"> • 41% of respondents were food insecure in the prior 30 days • 52% of respondents were housing insecure in the previous year • 20% of respondents were homeless in the previous year • Review of Poverty Simulation and reminder about STEP 	 2019-Oregon-CC-report-FINAL.pdf
Student Services Building	Jennifer Anderson	<p>Jennifer shared information about the new student services building:</p> <ul style="list-style-type: none"> • New building name: Welcome Center • New building ground breaking – March 13th – 3:30 – 5:00 • The Community Center refresh will begin late spring of 2021 and be completed in August of 2021 • All windows on the West side of the building (toward Streeter) will be boarded up during construction and an “insulation” wall will be built between the existing Community Center and the new building construction to reduce noise. 	 Campus parking and access map_2020.pdf

		<ul style="list-style-type: none"> The contractors will start their days as soon as it is light and do as much as they can to reduce noise and stress on staff and students during construction. HSW has lots of experience constructing buildings that are occupied. As we get closer to construction, a plan for redirecting foot traffic around the construction will be shared and signage will be readily available to help all students, community members and staff navigate the construction zone. 	
Subcommittee Updates – As time allows minutes			
Steering & Policy Committee Updates	Jennifer Anderson	<ul style="list-style-type: none"> See policy updates listed above. 	
Access/Recruitment Subcommittee	Ariane Rakich	<ul style="list-style-type: none"> An update on the new applicant postcard (attached), and Preview Night event (poster attached, and www.clackamas.edu/rsvp) 	 Admitted student postcard_proof.pdf  Preview Night 2020 11x17 poster.pdf
Retention & Completion Subcommittee	Ryan Stewart	<ul style="list-style-type: none"> Updated/revised “15 to complete” campaign Request for a texting policy. 	 <p>Stay on track Graduate earlier Save time & money</p> <p>15 Credits Per Term</p> <p>On average, it takes 90 credits to earn a two-year degree from CCC. Taking 15 credits per term means you'll be done in about two years!</p> <p>Contact with an Advisor to learn more advising@clackamas.edu • 503.394.3475</p> <p>Clackamas Community College</p>
Financial Resources and Supports Subcommittee		<ul style="list-style-type: none"> Reviewed balance process/procedure with Business Office. Making recommendations about fee structure. 	
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) 	

		<ul style="list-style-type: none"> Strategic Planning (via Jason Kovac) 	
Future Agenda Items			
Future Agenda Items		<ul style="list-style-type: none"> DEI Report Equity Lens Workshop Progress Reports and Care units in Navigate and Expanding Navigate beyond advising House and Senate Bills Upcoming trainings/events/activities SNAP/STEP/PTO CRM Service Area Assessment CARE/College Safety Update 	

ARC Full Committee Meeting Dates			
Fall Term <ul style="list-style-type: none"> Monday, October 14, 10:30 – 12:00 Monday, November 18, 10:30 – 12:00 Monday, December 16, 10:30 – 12:00 	Winter Term <ul style="list-style-type: none"> January 9, 2020 February 10, 2020 March 9, 2020	Spring Term <ul style="list-style-type: none"> April 13, 2020 May 11, 2020 June 8, 2020	

Subcommittee Meeting Dates			
Access and Recruitment: <ul style="list-style-type: none"> Monday, July 29th, 1:30-3 Wednesday, August 28th, 12-1 Monday, September 23rd, 12-1:30 Monday, October 28th, 11:30-1 Monday, November 25th, 11:30-1 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 	Retention and Completion <ul style="list-style-type: none"> Monday, October 18th, 10:00-11:00 Monday, November 15th, 10:00 – 11:00 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 	Financial Resources and Supports <ul style="list-style-type: none"> Tuesday, October 29 12 – 1:30 Wednesday, November 27 12 – 1:30 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 	Policy and Steering <ul style="list-style-type: none"> Thursday, October 31, 2019 Thursday, November 21, 2019 Monday, January 27, 2020 Monday, February, 24, 2020 Monday, March 16, 2020