

# Access, Retention & Completion Committee Meeting Agenda & Minutes


**Date:** May 11, 2020 / 10:30 – 12:00 pm / **Location:** Zoom / **Facilitator:** Jennifer Anderson / **Recorder:** Michell Gipson

**Members:** Chris Sweet, Christina Wigglesworth, 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, Lanie Sticka (ASG rep) and Beth Wicklund, Jennifer Nickell, Joan Jagodnik,

**Present:** Chris Sweet, Christina Wigglesworth, 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, Lanie Sticka (ASG rep) and Beth Wicklund, Jennifer Nickell, Joan Jagodnik,

**Absent:** None

**Guests:** Lupe Martinez, Lindsey Curletto, Ivan Acosta Tracy Huddleston, and Kelly love


Topic/Item	Presenter	Discussion	Action/Decision
<b>Committee Business – 5 minutes</b>			
<b>Review and approve previous meeting minutes &amp; Introductions</b>	Jennifer Anderson	<ul style="list-style-type: none"> <li>Minutes to be reviewed at next meeting.</li> <li>Kelly Love introduced herself as the New Title III project Director</li> </ul>	
<b>CCC Information &amp; Initiatives – 60 minutes</b>			
<b>Admissions Center – Updates on New Initiatives</b>	Ariane Rakich & Team	<p>Key updates from Admissions Center Team</p> <ul style="list-style-type: none"> <li>Tracy showed the new CCC Virtual View book/Tour video for students who are not able to come to campus for actual tour.</li> <li>To help students who face barriers the admissions team has changed their business practices to the following:               <ul style="list-style-type: none"> <li>COVID-19 expanded hours Monday – Friday 8am – 5pm</li> <li>Virtual admissions appointments</li> <li>Phone/email/LiveChat support</li> </ul> </li> <li>Ivan discussed the CRM (marketing tool) and how the team is using It for reaching out to potential students.               <ul style="list-style-type: none"> <li>The team continues to receive a lot of inquiries from prospective students. Once an inquiry comes in the CRM allows the team to send out an email that invites the prospective student to schedule a meeting with one of the admissions team members.</li> </ul> </li> </ul>	 May 2020 Admissions Center

		<ul style="list-style-type: none"> <li>▪ The Admissions Team has 586 students in the CRM so far with more to come.</li> <li>○ Lindsey C. reviewed how the admissions team is working closely with High School partners and a new system that they are using to help connect high school students with colleges called Naviance <ul style="list-style-type: none"> <li>▪ The Admissions Team got a demo to Naviance and got approval to have a CCC site on the Naviance website.</li> <li>▪ The Admissions Team can pull in any new contacts from Naviance into the CRM and can book appointments with prospective High School students through this site.</li> </ul> </li> <li>○ The Admissions Team has also created a Virtual admission page: <ul style="list-style-type: none"> <li>▪ The goal is to make visiting campus inclusive for everyone and to invite people to schedule virtual appointments.</li> </ul> </li> <li>○ The CCC view book is now a PDF and available online.</li> <li>○ The team is also starting to explore the potential of using navigate prospective student's function for appointment scheduling and referrals.</li> <li>○ The goal is to move from managing a shadow data base of prospective students to using Navigate and the CRM.</li> </ul>	
<p><b>Changes to FYE Requirements</b></p>	<p>Lupe</p>	<ul style="list-style-type: none"> <li>• Lupe Martinez discussed FYE (First Year Experience) and the changes that are going to be taking place with FYE as part of the changes with Guided Pathways. <ul style="list-style-type: none"> <li>○ The FYE courses have been housed within the Counseling department for the last 10 years and were developed with help from Skills Development department.</li> <li>○ Changes coming to FYE: <ul style="list-style-type: none"> <li>▪ The main goal of the course is to have students become better engaged on campus and feel like they have a sense of belonging on the campus.</li> <li>▪ As part of offering this program the faculty started measuring the success of the students that participated in the program and found that the retention rate for students who participate in FYE has been higher versus those that don't participate.</li> <li>▪ The basis for FYE is for students to have a better onboarding experience and better success and retention at CCC.</li> <li>▪ FYE is going to be expanded with up to 30 additional sections in Fall term 2020 and will become a required course for all incoming students starting in Fall 2021 offering up to 60 sections in order to accommodate this requirement.</li> </ul> </li> </ul> </li> </ul>	

- The work that is involved in this change includes:
      - Increasing the number of students in these courses
      - Exceptions for those that don't need this course
      - Multilayered collaboration with other units
      - Advising will continue to be a partner
      - Students will receive advising professional and faculty advising
    - Lupe reviewed anticipated exceptions with the group and asked for feedback. These are still being developed.
    - A great deal of effort is being put into preparing for this launch. This includes:
      - 1 FT faculty in addition to counseling staff
      - 1 new hire
      - 1 previous FYE instructor
      - And the department is looking to hire 9-10 new instructors for Fall 2020 and we will need to increase that for Fall 2021 as well.
  - Lupe shared an FAQ document that is being developed about FYE which reviewed the following topics:
    - Do all students need to take FYE?
    - Why are all students required to take FYE?
    - Will there be cohort/EFA specific FYE sections
    - Is there a partner-share site for sharing resources, Curriculum?
    - Are there any exceptions to the FYE requirements for EFAs
    - Will FYE be offered online?
    - Will Students taking one or fewer courses for professional development to require to take FYE?

Questions from the group:

- How are you hiring the additional staff/faculty to teach these sections?
  - A: The goal is to have other part time instructors who are successful in their academic discipline participate as instructors.
- Is this requirement for Degree and Certificate seeking students only?
  - Not sure. Lupe feels that the ARC committee can help guide this discussion.
- Does this course cost money?
  - There is no tuition assessed but it is a fee based course of \$75 – \$90 and it is a 2 credit class.

		<ul style="list-style-type: none"> <li>• Can students choose to take this course for a letter grade or choose P/NP? Would a student not be able to graduate/move forward if they didn't pass? <ul style="list-style-type: none"> <li>○ Both grading options do exist. Not sure about graduation requirements. If it's going to be embedded in program then Tara and group of others are going to need to help determine and how it will be embedded in Degree requirements.</li> </ul> </li> </ul>	
<b>Cares Act Funding Update:</b>	Karen Ash	<p>Karen provided an update on the CARES Act Funding</p> <ul style="list-style-type: none"> <li>• There were some delays with determining how to distribute these funds related to changing federal guidelines and regulations. We have a number of compliance requirements to follow as well including posting how we are distributing the funds on a specific web page.</li> <li>• Conversations about how to distribute these funds are on-going. More to be determined soon.</li> </ul>	The funds were distributed around May 22 <sup>nd</sup> to approximately 1,800 students. Students received around \$471 each.
<b>Graduation 2020 Planning</b>	Jennifer Anderson, Chris Sweet & Max Wedding	<p>Jennifer and Chris gave an update about graduation planning.</p> <ul style="list-style-type: none"> <li>• A survey was sent out to all graduating students to gather feedback about which graduation options the students preferred. The options included hosting a virtual graduation in June 2020, having a face-to-face graduation in December 2020, or having 2020 graduates attend the 2021 graduation.</li> <li>• Of these options, the respondents preferred an in-person event in December or a virtual event in June. However, many students wrote in with comments about wanting an event sooner than December and in-person if possible. The graduation planning committee is also exploring a "car parade" option.</li> <li>• The committee is meeting this week to determine what the plan will be and more information will come out soon.</li> </ul>	 <p>Student Graduation Feedback Survey Res</p> <p>A decision has been made to hold graduation on June 12<sup>th</sup> via a "car processional".</p>
<b>Future Agenda Items</b>			
<b>Future Agenda Items</b>		<ul style="list-style-type: none"> <li>• DEI Report</li> <li>• Equity Lens</li> <li>• Workshop Progress Reports and Care units in Navigate and Expanding Navigate beyond advising</li> <li>• House and Senate Bills</li> <li>• Upcoming trainings/events/activities</li> <li>• SNAP/STEP/PTO</li> <li>• CRM</li> <li>• Service Area Assessment</li> <li>• CARE/College Safety Update</li> </ul>	

ARC Full Committee Meeting Dates			
<b>Fall Term</b> <ul style="list-style-type: none"> <li>Monday, October 14, 10:30 – 12:00</li> <li>Monday, November 18, 10:30 – 12:00</li> <li>Monday, December 16, 10:30 – 12:00</li> </ul>	<b>Winter Term</b> <ul style="list-style-type: none"> <li>January 9, 2020</li> <li>February 10, 2020</li> <li>March 9, 2020</li> </ul>	<b>Spring Term</b> <ul style="list-style-type: none"> <li>April 13, 2020</li> <li>May 11, 2020</li> <li>June 8, 2020</li> </ul>	
Subcommittee Meeting Dates			
<b>Access and Recruitment:</b> <ul style="list-style-type: none"> <li>Monday, July 29<sup>th</sup>, 1:30-3</li> <li>Wednesday, August 28<sup>th</sup>, 12-1</li> <li>Monday, September 23<sup>rd</sup>, 12-1:30</li> <li>Monday, October 28<sup>th</sup>, 11:30-1</li> <li>Monday, November 25<sup>th</sup>, 11:30-1</li> <li>Monday, December 16<sup>th</sup>, 11:30-1</li> <li>Monday, January 27<sup>th</sup>, 11:30-1</li> <li>Monday, February 24<sup>th</sup>, 11:30-1</li> <li>Monday, March 23<sup>rd</sup>, 11:30-1</li> <li>Monday, April 27<sup>th</sup>, 11:30-1</li> <li>Monday, May 18<sup>th</sup>, 11:30-1</li> <li>Monday, June 22<sup>nd</sup>, 11:30-1</li> </ul>	<b>Retention and Completion</b> <ul style="list-style-type: none"> <li>Monday, October 18<sup>th</sup>, 10:00-11:00</li> <li>Monday, November 15<sup>th</sup>, 10:00 – 11:00</li> <li>Monday, December 20<sup>th</sup>, 10:00 – 11:00</li> <li>Monday, January 17<sup>th</sup>, 10:00 – 11:00</li> <li>Monday, February 21<sup>st</sup>, 10:00 – 11:00</li> <li>Monday, March 13<sup>th</sup>, 10:00 – 11:00</li> <li>Monday, April 17<sup>th</sup>, 10:00 – 11:00</li> <li>Monday, May 15<sup>th</sup>, 10:00 – 11:00</li> </ul>	<b>Financial Resources and Supports</b> <ul style="list-style-type: none"> <li>Tuesday, October 29 12 – 1:30</li> <li>Wednesday, November 27 12 – 1:3</li> <li>Monday, December 23 11 – 12:30</li> <li>Monday, January 27 11 – 12:30</li> <li>Monday, February 24 11 – 12:30</li> <li>Monday, March 23 11 – 12:30</li> <li>Monday, April 27 11 -12:30</li> <li>Monday, May 25 11 – 12:30</li> <li>Monday, June 29 11 – 12:30</li> </ul>	<b>Policy and Steering</b> <ul style="list-style-type: none"> <li>Thursday, October 31, 2019</li> <li>Thursday, November 21, 2019</li> <li>Monday, January 27, 2020</li> <li>Monday, February, 24, 2020</li> <li>Monday, March 16, 2020</li> </ul>