Access, Retention & Completion Committee Meeting Agenda & Minutes

Date: December 14, 2020 / 10:30 – 12:00 pm / Location: Zoom / Facilitator: Jennifer Anderson / Recorder: Michell Gipson

ARC MEMBERSHIP	☐ Marc Goldberg	☐ John Phelps
☐ ASG Representative	☐ RB Green	☐ Ariane Rakich
☐ Josh Aman	☐ Lori Hall	☐ Lisa Reynolds
☐ Jennifer Anderson	☐ Shalee Hodgson	☐ Ryan Stewart
☐ Dustin Bare	☐ Joan Jagodnik	☐ Terrie Sanne
☐ Katrina Boone	☐ Kelly Love	☐ Chris Sweet
☐ Jaime Clarke	☐ Jim Martineau	☐ Adam Wickert
☐ John Ginsburg	☐ Lauren McGuire	☐ Beth Wicklund
☐ Michell Gipson	☐ Jennifer Nickell	☐ Christina Wiglesworth

Present: Josh Aman, Jennifer Anderson, Dustin Bare, Jennifer Nickell, John Ginsburg, Michell Gipson, Marc Goldberg, RB Green, Shalee Hodgson, Joan Jagodnik, Kelly Love, Jim Martineau, Lauren McGuire, John Phelps, Ariane Rakich, Lisa Reynolds, Ryan Stewart, Chris Sweet, Adam Wickert, Beth Wicklund, Lori Hall

Absent: Jaime Clarke, Katrina Boone, & Terrie Sanne
Guests: Tara Sprehe

Topic/Item	Discussion	Action/Decision
Committee Business		
Committee Business	- Welcome & Agenda Overview - Review and approve November meeting minutes. - Correction needed to the name of the ARC "Retention and Completion" sub-committee name. - Motion to approve by Beth Wicklund with correction. 2nd motion to approve by Joan Jagodnik. - Committee voted to approve meetings with correction.	[PDF] ARC Minutes Materials 11.9.2020.1

Policy Review	• First round review and feedback for ARC 407 policy and procedure.
	    o This has been reviewed by the ARC Policy subcommittee.
	    o The policy is defining when we use a student's legal name verses chosen name
	Comments:
	• Dustin wants to know what the wording "advising tools" means in the document? Suggestion to take advising tools out.
	• Diplomas: Beth share she has always had an issues with diploma being in any name.
	• Chris Sweet shared that we are legally required to allow the student to select their preferred name by House or Senate Bill for the State of Oregon that passed a few years ago. This is not the same for Transcripts which is the "official record".
	• A change was made to the procedures section to read Colleague, Moodle, My Clackamas, Self Service, Navigate and other systems.
	• With these edits are we ready to present to college council.
	    o Chris Sweet moved to approve to college council for a 1st review.
	    o Jim Martineau 2nd the motion
	    o Committee approved to move Policy and procedure forward to College Council for first review.
		Jennifer will bring the updated version to the next College Council meeting in January.

CCC Information & Initatives		

DEI Training & Needs Assessment – Survey Results	• Review of feedback from ARC DEI Training and Information Needs Assessment survey.
	• This survey built on previous conversations about our existing and future DEI training needs.
	    o The survey was sent out to the committee.
	        ▪ 16 people responded.
	        ▪ 7 responded that they attend at least one or more Safe zone training.
	        ▪ 7 responded that had done no trainings.
	        ▪ 5 responded that had done Implicit Bias trainings.
	        ▪ 2 responded that had done the DEI Climate Training.
	        ▪ Some responded that had been involved in other trainings not listed.
	    o Jennifer went over the results of the Survey for who was extremely comfortable, somewhat comfortable and Not familiar or able to talk about certain topics.
	        • This information gives us sense of where our knowledge base might already be and where we might need to get more information.
	    o A question was asked on the survey about other topics that we'd like to know more about to prepare for deeper conversation with each other about diversity, equity and inclusion. Results indicated that we would:
	        • Like to develop a shared language and basic understanding of the way that we can have these conversations.
	        • Appreciate a refresher on key topics that may come up in these conversations.
		• ARC Subcommittees will review the 7 goals and identify what if any they are prepared to begin to work on.
		• Jennifer will send out the survey results through email to go over before next meeting.

	• Would like to know how to use the DEI Equity framework.
	• Data was gathered about the 7 assigned DEI topics and the results indicated that we would like more information about how to train future trainers and a disability inclusion framework.
	  o The ARC DEI survey showed that there were people who were ready to start having these conversations and others that were not as ready.
	  o Themes that came up in the survey:
	    • Need guidance from the DEI Committee (or others?) on the 7 assigned goals.
	    • Need DEI Framework training.
	    • Need to identify who on ARC will do this work.
	  o ARC Subcommittees will review the 7 goals and identify what if any they are prepared to begin to work on.
	  o Jennifer will send out the survey results through email to go over before next meeting.	

Updated EYES Survey Data	• EYES Engagement survey results:
	  o Recently, just over 300 students completed the Early Year Engagement Survey (EYES) sent out by the Institutional Research Office for students enrolled during fall term. There are two infographics covering what we have learned through the provided responses: (1) the fall 2020 EYES results, and (2) the comparison between the current fall term results and this past spring term results.
	  o If you have any questions regarding the survey or the results, contact Lauren McGuire at lauren.mcguire@clackamas.edu.
	  o Lauren shared Spring 2020 to Fall 2020 Comparison.
	    • Results look very similar to the spring.
	    • Higher percentage of students saying CCC was helpful.
	    • Higher percentage of students with access to their courses this term.
	    • One thing that stayed the same: more communication /guidance from instructors.	

Retention Subcommitte – CCC Feedback webpage	• This item pushed to January meeting due to time restraints. o Discuss the CCC Feedback webpage being developed by the Retention subcommittee: https://docs.google.com/document/d/1rjfgjYaK4iJt_Plcr8bK6LUZSepzOjjv-6h4NzhEj-0/edit	

SEM Plan Overview & KEI's	Tara joined ARC to share the SEM Report and planned PowerPoint that she will be sharing with the larger CCC community in winter term. She asked the ARC members to provide feedback on the following: - Does the power point resonate? - What is missing from the Power Point? - Does that activity make sense? Questions after the PowerPoint: - Is this the first time that CCC has had this kind of plan? - Yes, to Tara's knowledge after being at CCC for the last 16 years, this is first time that the college has developed a SEM report. - Are the goals for increasing enrollment and DEI being set across strategic plans? We want to make sure that all the goals are the same not competing. - Answer: Yes, these goals will be set in conjunction with other goals being established in other plans. We have another group that's working on where DEI outcomes strategic enrollment outcomes and Strategic Planning outcomes. We want to make sure that all the goals are the same not competing. - Is there a way to track how many Part Time students are converting to Full Time Students? - Answer: Good idea. That it is not currently in the report but it might apart of strategy or tactic in our specific goals. - Did we identify what the increase could be and what the capacity is? - We are trying to be very strategic to say what the right size for our institution should be. - What is most import it's not just not about enrollment it is about retaining our students as well.	
Subcommittee Updates – As time allows		
Steering & Policy Committee Updates -	• See policy updates above.	
Access/Recruitment Subcommittee –	• No written brief provided.	

Retention & Completion Subcommittee -	• No written brief provided.	
Financial Resources and Supports Subcommittee -	The group reviewed their purpose and explored their role in the most recent meeting. Purpose elements: • Identification and awareness/understanding of supports for students; combatting the siloing of information about such supports • Identifying and addressing financial barriers to access, retention and completion • Helping to distribute resource information to the wider college community as well as invite ideas for reducing financial barriers for students Role/questions: • Are we the "tacklers" or the "identifiers"? Is it our role to inform the college community about resources that exist? • How do we survey the needs/issues that currently exist (i.e. houselessness)? • How are we assessing our accomplishments, or our effectiveness? • What is our authority? How do we partner with departments that oversee the activities we identify as potential barriers?	
Upcoming Trainings/Events/Activities		
Announcements/ Information	• Strategic Plan Insight Report released from Tim Cook: You can find the full Insight Report here • DEI Fall 2020 Newsletter sent out: www.clackamas.edu/diversity • Getting started steps video developed and shared with students: https://animoto.com/play/HpbRMA9XYZZW5IZO2uQ6Fg	📄 PDF DEI Newsletter_Fall 2020.pdf
Future Agenda Items		
Future Agenda Items	• 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 2020-2021		

Fall Term
• Monday, October 12, 2020: 10:30 – 12:00
• Monday, November 9, 2020: 10:30 – 12:00
• Monday, December 14, 2020: 10:30 – 12:00
	Winter Term
	• Monday, January 11, 2021 10:30 – 12:00
	    o ARC FRS Committee Deep Dive on the agenda
	• Monday, February 8, 2021 10:30 – 12:00
	    o ARC Recruitment Committee Deep Dive on the agenda
	• Monday, March 8, 2021 10:30 – 12:00
	    o ARC Retention Committee Deep Dive on the agenda
		Spring Term
		• TBD

	Subcommittee Meeting Dates	
Access and Recruitment: • Tuesday, November 24, 11-12 • Tuesday, December 22, 11-12 • Tuesday, January 19, 11-12 • Tuesday, February 23, 11-12 • Tuesday, March 23, 11-12 • Tuesday, April 20, 11-12 • Tuesday, May 25, 11-12 • Tuesday, June 22, 11-12	Retention and Completion • TBD	Financial Resources and Supports • 11.3.2020 – 10a-11a • 11.30.2020 – 2p-3p • 1.5.2021 – 10a-11a • 2.2.2021 – 10a-11a • 3.2.2021 – 10a-11a	Policy and Steering Fall: • Tuesday, October 27, 2020 • Tuesday, November 24, 2020 Winter • January 28, 2021 @ 10:00 am • February 18, 2021 @ 2:00 pm • March 18, 2021 @ 3:00 pm