

Access, Retention & Completion Committee Meeting Agenda & Minutes



Date: April 12, 2021 / 10:00 – 12:00 pm / **Location:** Zoom / **Facilitator:** Jennifer Anderson / **Recorder:** Michell Gipson

ARC MEMBERSHIP	<input type="checkbox"/> RB Green	<input type="checkbox"/> John Phelps
<input type="checkbox"/> ASG Representative – Shannon Castleton Rudolph	<input type="checkbox"/> Lori Hall	<input type="checkbox"/> Ariane Rakich
<input type="checkbox"/> Josh Aman	<input type="checkbox"/> Shalee Hodgson	<input type="checkbox"/> Lisa Reynolds
<input type="checkbox"/> Jennifer Anderson	<input type="checkbox"/> Joan Jagodnik	<input type="checkbox"/> Ryan Stewart
<input type="checkbox"/> Dustin Bare	<input type="checkbox"/> Kelly Love	<input type="checkbox"/> Terrie Sanne
<input type="checkbox"/> Katrina Boone	<input type="checkbox"/> Jim Martineau	<input type="checkbox"/> Chris Sweet
<input type="checkbox"/> Jaime Clarke	<input type="checkbox"/> Lauren McGuire	<input type="checkbox"/> Adam Wickert
<input type="checkbox"/> John Ginsburg	<input type="checkbox"/> Stephanie Murphy	<input type="checkbox"/> Beth Wicklund
<input type="checkbox"/> Michell Gipson	<input type="checkbox"/> Jennifer Nickell	

Present: Michell Gipson, Jennifer Anderson, Chris Sweet, Stephanie Murphy, Beth Wicklund, Ryan Stewart, Joan Jagodnik, RB Green, Lauren McGuire, John Ginsburg, Jaime Clarke, Kelly Love, Katrina Boone, Ariane Rakich, Shalee Hodgson, Josh Aman, Adam Wickert, Dianna Huynh, John Phelps, Shannon Castleton-Rudolph


Absent: Lisa Reynolds, Dustin Bare, Jennifer Nickell

Guests: Daniela Castro, Tasia Sullivan

Topic/Item	Discussion	Action/Decision
Commitments from previous meeting?	None	
Committee Business		
Committee Business Jennifer Anderson – 30 minutes	<ul style="list-style-type: none"> • Warm Up Activity • Welcome guests and new member Stephanie Murphy • ARC Meeting Minutes 2/8/21. <ul style="list-style-type: none"> ○ Adam moved to approve the meeting minutes. ○ Kelly seconded the motion. ○ Meeting minutes approve as written. • ARC Meeting minutes 3/8/21. <ul style="list-style-type: none"> ○ Chris moved to approve the meeting minutes 	  ARC Meeting Minutes ARC Meeting Agenda 2.8.2021 Final.pdf and Materials 3.8.202

	<ul style="list-style-type: none"> ○ Ariane seconded the motion. ○ Meeting minutes approved as written. 	
CCC Information & Initiatives		
<p>College Navigators – Introductions & Start Lab Sessions</p> <p>Beth Woodward – 10 minutes</p>	<ul style="list-style-type: none"> ● Introductions of the College Navigator Team <ul style="list-style-type: none"> ○ Full Navigator team now hired – Tasia recently joined the team full-time and Daniela joined us this month as our bi-lingual College Navigator. ○ In addition, the team has 2 Peer Assistants and 3 Interns from PSU assisting in this work. ○ The team will be providing an update at College Council this Friday. ● Beth gave an update on Start Lab sessions <ul style="list-style-type: none"> ○ Focus of the start lab is to do workshops – coordinate access to different information from different groups. ○ Have had some great attendance at new student information sessions. ○ Shared information about upcoming Start Lab’s = “How to Hub” <ul style="list-style-type: none"> ▪ Money Matters ▪ Resiliency – habits for success – Life/School/Work balance ▪ Trying to coordinate session with “just in time” sessions. ▪ Going over Study Tips and Learning Style ▪ Then focus on Register for next Term ▪ Sessions are the same for each session and are open to all students not just Title III identified students. ▪ Have taken over the “College Success” page which is under the Cougar Connect pages https://www.clackamas.edu/campus-life/student-services/college-success-and-career-workshops. ▪ Recently promoted sessions with Ryan’s newsletters – Received 50 RSVP’s but not all students are coming. ▪ Tend to get fewer responses as the term goes on. ▪ Promoting relationships and encouraging students to return. 	<ul style="list-style-type: none"> ● We can email the collegenavigator@clackamas.edu with suggestions for sessions.

<p>Retention and Completion ARC Sub-Committee Annual Report</p> <p>Ryan Stewart: 30-minutes</p>	<ul style="list-style-type: none"> • Ryan gave an overview of the sub-committee’s membership, goals, and projects. • The group has focused on reviewing retention data and has focused on looking at data related to the move to the online environment. • The group noticed a trend that communication was an issue for our students. Including “I don’t know who to contact”, “I am not getting a response”, or “I want to give a kudos to someone”. These communications that are coming to people’s in-boxes are highlighting that students don’t know how to give feedback to us. • Barriers identified: <ul style="list-style-type: none"> ○ Waiting for the EYES survey is too late to help resolve issues for students ○ Group discussed requiring students to provide their names as part of providing feedback. • The group identified the need to have a central location for gathering feedback and has developed a web page where students can submit their feedback to the group https://sitefinitytest1.clackamas.edu/test-pages/feedback • Faculty Senate had questions for the committee about how they would be managing/responding to feedback that is received. The subcommittee's responses: https://docs.google.com/document/d/1qiaZmm-334-TP6-S-rfUJbqw0bZU5sF-/edit 	<ul style="list-style-type: none"> • Ryan will share the web page with the group and is requesting feedback.
<p>Guided Pathways: Collaborative Planning Research</p> <p>Lauren McGuire: 15 minutes</p>	<ul style="list-style-type: none"> • Lauren reviewed some recent findings from the Collaborative Planning research which shows retention data broken out by student demographics. • Lauren provided information from institutional research related to demographic break down of 2017 through 2019 student completion data. Looking at first time ever in college and current students <ul style="list-style-type: none"> ○ Comparison of what we see at CCC verses Clackamas County. • Jennifer asked: <ul style="list-style-type: none"> ○ What would be some items that we should be thinking about? ○ How this data relates to Access, Retention and Completion? <ul style="list-style-type: none"> ▪ We are really losing a lot of student in the first term. For various reasons they are not completing any credits. ○ It might be good to share this information with the subcommittee leads. 	<ul style="list-style-type: none"> ▪ Lauren will send Jennifer the materials she reviewed with the group to share out with the ARC leads to share with their groups as appropriate.
<p>Subcommittee Updates – As time allows</p>		
<p>Steering & Policy Committee Updates</p>	<ul style="list-style-type: none"> • ARC 407 – Use of Student Legal name and Chosen Name policy was officially adopted in February and has been posted to our policy web page on March 15th. 	

<p>Jennifer Anderson – 5 minutes</p>	<ul style="list-style-type: none"> • Two ISP policies that are important for student services folks to be aware of have been reviewed at President’s Council: <ul style="list-style-type: none"> ○ ISP 191 Administrative Withdrawal ○ ISP 280 Grading • Continuing to work on the Expressive Speech policy and procedure. The materials were recently reviewed by the BOE board review committee and the OSBA legal counsel. 	
<p>Access/Recruitment Subcommittee</p>	<ul style="list-style-type: none"> • No report this month 	
<p>Retention & Completion Subcommittee</p>	<ul style="list-style-type: none"> • See update above. 	
<p>Financial Resources and Supports Subcommittee</p>	<ul style="list-style-type: none"> • ARC FRS is responsible for DEI strategic plan Action Item 2.4.1.1: <u>Identify a means to assess current college processes to identify barriers to retention for underrepresented and underserved students</u> • We need to have a way to strategically figure out what barriers are out there within the college processes. We have been working on discussing financial barriers since ARC FRS has been established, but we need to have a system of identification and addressing of barriers. 	
<p>Upcoming Trainings/Events/Activities</p>		
<p>International Week</p>	<p>The Multicultural Center would like to invite you to join us for International Week, starting next Monday, April 5th</p> <p>Please Register here for any of the following events:</p> <ul style="list-style-type: none"> ○ Monday April 5, 1-2 p.m.: German Culture and Trivia ○ Tuesday, April 6, 5-6 p.m.: Geoguessr Game featuring countries around the world ○ Thursday, April 8, 3-4 p.m.: Language Exchange featuring American Sign Language and Russian ○ Friday, April 9, 1-2 p.m.: Brazilian Children's Literature and Folklore <p>It is free, open to the public and family friendly!</p>	 <p>International Week Flyer_Final.pdf</p>
<p>Drive-Thru Commencement</p>	<ul style="list-style-type: none"> • CCC is hosting a drive-thru graduation procession for our graduates on our Oregon City campus June 11, 3-7 p.m. The health and safety of our graduates and their friends and family is of the utmost importance to us. We will continue 	<p>Pre-event and day-of staff volunteers will be needed. Please let Jennifer know</p>

	to follow the advice of public health officials to plan a safe but joyous socially distant event.	if you are interested/willing to participate in this event.	
Future Agenda Items			
Future Agenda Items	<ul style="list-style-type: none"> • 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 • Sub-committee Deep Dives 		
ARC Full Committee Meeting Dates 2020-2021			
<p>Fall Term</p> <ul style="list-style-type: none"> • Monday, October 12, 2020: 10:30 – 12:00 • Monday, November 9, 2020: 10:30 – 12:00 • Monday, December 14, 2020: 10:30 – 12:00 	<p>Winter Term</p> <ul style="list-style-type: none"> • Monday, January 11, 2021 10:30 – 12:00 <ul style="list-style-type: none"> ○ ARC FRS Committee Deep Dive on the agenda • Monday, February 8, 2021 10:30 – 12:00 <ul style="list-style-type: none"> ○ ARC Recruitment Committee Deep Dive on the agenda • Monday, March 8, 2021 10:30 – 12:00 <ul style="list-style-type: none"> ○ ARC Retention Committee Deep Dive on the agenda 	<p>Spring Term</p> <ul style="list-style-type: none"> • Monday, April 12, 2021 10:30 – 12:00 • Monday, May 10, 2021 10:30 – 12:00 <ul style="list-style-type: none"> ○ ARC Retention Committee Deep Dive on the agenda • Monday, June 14, 2021 10:30 – 12:00 	
Subcommittee Meeting Dates			
<p>Access and Recruitment:</p> <ul style="list-style-type: none"> • Tuesday, November 24, 11-12 • Tuesday, December 22, 11-12 • Tuesday, January 19, 11-12 	<p>Retention and Completion</p> <p>Fall:</p> <ul style="list-style-type: none"> • Oct. 1, Nov. 4, Nov. 19, Dec. 8 <p>Winter:</p> <ul style="list-style-type: none"> • 3rd Thursday of each month, 3 – 4 pm, starting Nov. 19 • 2nd Tuesday of each month, 10:30 – 11 am, starting Dec. 8 	<p>Financial Resources and Supports</p> <ul style="list-style-type: none"> • 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 	<p>Policy and Steering</p> <p>Fall:</p> <ul style="list-style-type: none"> • Tuesday, October 27, 2020 • Tuesday, November 24, 2020 <p>Winter</p> <ul style="list-style-type: none"> • January 28, 2021 @ 10:00 am • February 18, 2021 @ 2:00 pm • March 18, 2021 @ 3:00 pm

<ul style="list-style-type: none">• 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			
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