Access, Retention & Completion Committee Meeting Agenda & Minutes

Date: May 10, 2021 / 10:30 – 12:00 pm / Location: Zoom / Facilitator: Jennifer Anderson / Recorder: Michell Gipson

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

Present: Shannon Castleton Rudolph, Josh Aman. Jennifer Anderson, Dustin Bare, Katrina Boone, Jaime Clark, John Ginsburg, Michell Gipson, Shalee, Hodgson, Joan Jagodnik, Kelly Love, Jim Martineau,, Stephanie Murphy, John Phelps, Ariane Rakich, Ryan Stewart, Terrie Sanne, Chris Sweet, Adam Wickert, Beth Wicklund, Lori
Absent: RB Green, Lauren McGuire, Jennifer Nickell
Guests: Tara Sprehe

Topic/Item	Discussion	Action/Decision
Commitments from this meeting?	- Tara is going to look into identifying SEM data dash boards for us to use over the summer. - The Policy and Steering Committee will meet and review the notes from today and identify a proposal to bring back to the group for the next meeting. - Jennifer will send examples of SEM plans to the committee for review with the ARC minutes.	
Committee Business		
Committee Business Jennifer Anderson – 30 minutes	- Good of the order & 15-minute break - Approval of April 12, 2021 ARC Minutes. - Chris moved to approve the meeting minutes. - Kelly seconded the motion. - The meeting minutes for April 4, 2021 we approved as written.	 ARC Meeting Agenda and Minutes 4.12.202

CCC Information & Initatives		

SEM Plan & ARC	• Tara Sprehe provided an update on the SEM plan and discussed with the group where SEM can fit into ARC work/structure.
	• The SEM 2021 Overview and Report can be seen on the Access, Retention & Completion Committee(ARC) – click link below
	    [Strategic Enrollment Management (SEM)](#)
	
	Questions and answers about the SEM plan and how it fits into ARC:
	• Where does the SEM work fit into the larger strategic plan?
	    ○ A: Developing a SEM plan and then monitoring the progression.
	• Chris how often do you see the KEI's needing to be updated?
	    ○ A: Typically, they are updated every 2 -3 years.
	• How do we integrate SEM planning into the work and structure of ARC?
	    ○ Is there a natural way to roll that work into this group?
	    ○ How do we make sure that we are all moving in the same directions?
	    ○ As we understand ARC in its current structure how might we own the SEM plan?
	    ○ Do we need a different structure? Or is it the work of the group.
	• Is the goal for this group to develop a SEM plan or build out the goals, tactics, and strategies of the plan?
	    ○ Currently, we don't have a full SEM plan. What we have is a set of data and identified Key Enrollment Indicators (KEI's) that sets the foundation for a SEM plan. There is a direct connection between a SEM plan and the work of ARC. The question is can ARC be the place to develop the plan?
	    ○ Once developed, the plan would have goals, a strategies, and tactics for each KEI that need to be developed.
	• The SEM committee work was practice for the future SEM Plan work.
	• Suggestion: Should we restructure the ARC subcommittees to help develop a SEM plan going forward?
	    ○ There was some discussion about the potential to restructure the subcommittees or re-focus their work based on the KEI's.
	• Is there a new structure that people have in mind?
	    ○ Maybe there is an opportunity for subcommittees to connect with other subcommittees to help advance the work.
	• Adam Wickert - Can we focus on how each subcommittee could focus on individual tactics in service to the SEM plan?
		• Tara is going to look into a SEM data dash boards over the summer.
		• The Policy and Steering Committee will meet and review this discussion and identify a proposal to bring back to the group.
		Jennifer will send examples of SEM plans to the committee for review with the ARC minutes.

	• How often do you see the KEI's as the enrollment indicators being updated once they have been established? ○ They are updated every 3 -5 years. • John Phelps – how does FT faculty fit into the SEM work? What if we could give feedback about what faculty are doing to help move the needle? • What data should we use as we think about being responsible for developing goals, tactics, and strategies for the KEI's? Data is hard for us to access. • Jim stated in Chat: we need to remember to do some assessments after implementation. Sometimes we forget to check back in after 6 months or a year to make sure the new plan/process/software is working. ARC could help that piece of it as well.	
Updates/Good of the Order?	• Chris gave a reminder that summer registration starts today. ○ Fall term registration start next Monday. • John shared that Nomination for student leadership are due Friday.	
Subcommittee Updates – As time allows		
Steering & Policy Committee Updates **Jennifer Anderson – 5 minutes**	• Upcoming meeting set with Tara to discuss SEM plan and how these goals fit with our larger institutional goals.	

Access/Recruitment Subcommittee	• Ariane gave an update on the Virtual Preview Day.
	    ○ 36 people joined
	    ○ 35 who sign up but did not attend. We have emails and will be following up with email and videos
	    ○ Definitely some kinks that need to be worked out.
	• Subcommittee will begin discussing what we would like to do for summer.	

Retention & Completion Subcommittee	• On hold with "student feedback" web page. In process of reviewing some policy questions with David Plotkin.	
Financial Resources and Supports Subcommittee	• 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 be have a system of identification and addressing of barriers. Additionally, there will be barriers to retention above and beyond financial
  - Types of processes to be considered would be included here:
    - Financial
      - (Everything we've talked about in ARC FRS)
      - Providing more complete information on cost of attendance (tuition, fees, materials)
      - Bookstore returns/charges
      - ASG Grant process review
      - Allowing a balance (max amt) to be carried over from one term to next
      - Billing statements clarity
      - Continued work on Paying for College webpages
        - Tuition and Fees
        - Financial Aid and Scholarships
        - Emergency and Supplemental Funding
      - Adding a class after the term starts, and being on waitlist (check with Chris Sweet). Connecting waitlist registration info w/ Fin Aid
    - Accessing services
      - Hours of availability
    - Technological
      - Chromebooks, laptops, labs
      - Comprehension
      - Students seeking entirely-online programs
      - Continuing online services
    - Academic
      - Course availability
    - Loss of access to the CCC community
      - Using tech to accomplish
    - Communicating to students about services/processes
      - Using faculty
      - Moodle – dashboard (specific to financial assistance)
      - Live chat
      - Especially to students who are entirely online

Upcoming Trainings/Events/Activities

DEI Annual Training	**DEI Annual Training** As a reminder, Clackamas Community College is hosting our first annual Diversity, Equity, and Inclusion (DEI) Training for all employees facilitated by World Trust. The training, *The Roots of Social Justice: Framing and Analysis of Systems and Structures*, will continue to be offered this summer. Training Dates: • May 27, 2:00-4:30pm • June 16, 2:00-4:30pm • July 20, 9:00-11:30am* • July 21, 2:00-4:30pm* • August 12, 9:00-11:30am* *Dates will go live for registration on July 1st.* Sign-up: https://learn.neogov.com/learner/catalog/course/instructor-led/47062af1bdb50ff1da486caf13ae3bd4	
	Future Agenda Items	
Future Agenda Items	• 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	

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
		• Monday, April 12, 2021 10:30 – 12:00
		• Monday, May 10, 2021 10:30 – 12:00
		  o ARC Retention Committee Deep Dive on the agenda
		• Monday, June 14, 2021 10:30 – 12:00

	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 Fall: • Oct. 1, Nov. 4, Nov. 19, Dec. 8 Winter: • 3rd Thursday of each month, 3 – 4 pm, starting Nov. 19 • 2nd Tuesday of each month, 10:30 – 11 am, starting Dec. 8	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