



# Access, Retention & Completion Committee Meeting Agenda & Minutes

**Date:** May 2, 2022 / 10:30 – 12:00 pm / **Location:** [Wacheno Start Lab](#) / **Facilitator:** Jennifer Anderson / **Recorder:** Michell Gipson



ARC MEMBERSHIP		
<input type="checkbox"/> ASG Representative – Arina G.	X John Ginsburg	X Ariane Rakich
<input type="checkbox"/> Josh Aman	X Michell Gipson	<input type="checkbox"/> Lisa Reynolds
X Jennifer Anderson	X RB Green	X Ashley Sears
<input type="checkbox"/> J. Anderson	<input type="checkbox"/> Lori Hall	<input type="checkbox"/> Joan San-Claire
X Felicia Arce	X Shalee Hodgson	X Terrie Sanne
X Dustin Bare	<input type="checkbox"/> Joan Jagodnik	X Chris Sweet
X Claire Bach	X Kelly Love	<input type="checkbox"/> Ni’Cole Sims
<input type="checkbox"/> Katrina Boone	<input type="checkbox"/> Jim Martineau	X Jordan Taylor
<input type="checkbox"/> Carol Burnell	<input type="checkbox"/> Stephanie Murphy	X Adam Wickert
X Bev Forney		X Beth Wicklund

**Present:** An “X” indicates present at the meeting and empty box indicates absent.

**Guests:** Tara Sprehe and Tami Harper

Topic/Item	Discussion	Action/Decision
<b>Committee Business</b>		
Deep Dive on SEM Plan and finalizing documents – meeting in person with small breakout groups.	Quick Overview of the SEM Plan  Final Draft SEM Plan.docx  SEM In Person Agenda Outline.docx	<ul style="list-style-type: none"> <li>• Three of the SEM Plan goals come from the Holistic Student Supports Strategic Plan</li> <li>• Moved the timeframe from 2025-2026 from 2024-2025 in order to align with the Strategic Plan</li> </ul>
	SEM Definitions Working Document	
		<ul style="list-style-type: none"> <li>• The documents are going to the leadership cabinet on May 19th.</li> <li>• Tara is working with Ashly to build a dashboard to show how we are doing on each of</li> </ul>

	SEM Plan	<ul style="list-style-type: none"> <li>• Review the goal statement</li> <li>• Does the tactic align with strategy?</li> <li>• What is missing? What is already happening in your area that is not being captured</li> </ul> <p>What would the outcome look like?</p>	<p>the SEM plan strategies.</p> <ul style="list-style-type: none"> <li>• Where does the dashboard live?</li> <li>• Where do the “health checks” live</li> </ul>
CTE Showcase – Written Brief submitted by Shalee Hodgson	<p><b>2022 CTE Showcase – Oregon City Campus</b></p> <p>The Clackamas Community College CTE Showcase is an event that is planned annually. The first showcase was in August of 2019. Due to COVID-19 the event was not held in 2020 or 2021. The original idea for the showcase was to increase high school student enrollment in CCC CTE programs. In addition to high school students, the event was opened to adults and employers. In 2022 the event was held in person in the Holden Industrial Technology Center and the Automotive lab spaces.</p> <p>The planning for the 2022 CTE Showcase was led by Tom Brown in partnership with Lori Hall, Sara Dier, Carrie Kraten, Deby McDowell, and Teri Olsen. Tom is a CCC Workforce Advisor who supports students in the Industrial Technology and Automotive Education Focus Area as well as several workforce development programs. College Relations and Marketing supported the event with marketing, artwork for the program, flyers, website, swag, and Eventbrite registration set up. Lori Hall also secured CCC tuition waivers for 100 students attending the event. The CCC Foundation worked with Benchmade Knives to provide a \$500 drawing for one of the students attending. The CCC Foundation Scholarship deadline was also extended after the showcase to provide current and potential students more time to apply. In addition, the event was supported and staffed by several CCC CTE Programs, Departments, and employers.</p> <ul style="list-style-type: none"> <li>• CCC Career and Technical Education Programs: Machine Tool Technology, Industrial Maintenance Technology, Renewable Energy Technology, Welding Technology, Electronics Engineering Technology, Water &amp; Environmental Technology, Automotive Service Technology, and Auto Body &amp; Collision Repair Technology</li> <li>• CCC Departments: Financial Aid, Office of Education Partnerships, CCC Workforce Development, and Clackamas Scholars</li> </ul>		

	<ul style="list-style-type: none"> <li>Employers: Benchmade Knives, Intel, DW Fritz, On Semiconductor, Clackamas Fire District, Machine Sciences, Enoch Precision Machining, Boeing, CarMax, Classic Collision, Pape Machinery, Lithia Group Subaru, Bridgestone, and Dick Hannah Dealerships</li> </ul> <p>Over 200 people registered to attend the event, 87 tuition waivers were given out and students from all high school grade levels and below attended with their families.</p> <p>In 2023 we would like to include additional CCC Programs and Departments to create a CTE Showcase Preview Night. In addition to more CTE programs, we would invite admissions, advising, enrollment, ASG, athletics, clubs, DRC, Multicultural Center, Career Center, and more.</p>	
<p>2020-2021 Graduate Surveys Available – Written Brief submitted by Ashley Sears</p>	<p><b>The <a href="#">results of the 2020-21 Graduates Survey</a> are available.</b> <i>(Click the link then look to the bottom right of the screen for the PDF that contains the results.)</i></p> <p>The Graduates Follow-up Survey is sent to students who earned a degree or certificate in the prior academic year. The survey asks about their time at CCC, transfer experiences, the connection between their education/training at CCC and their career, and some job-related items.</p> <p>If you lose track of this email, you can also find the link on the <a href="#">IR's Moodle</a> (<i>College-wide Survey Results and Research Briefs</i>) and in <a href="#">IR's Knowledgebase</a> (<i>click Survey Documentation</i>).</p>	 <p>2021-22 Graduates Survey.pptx</p>  <p>Survey Documentation - 2021</p>
<b>Subcommittee Updates – Informational</b>		
<p><b>Steering &amp; Policy Committee Updates</b></p>	<ul style="list-style-type: none"> <li>Jennifer and John are continuing to work on drafting the Expressive Conduct policy and administrative regulation on behalf of the Board of Education.</li> <li>Jennifer, Chris, and Ni’Cole have been working to update ISP related to underage enrollment.</li> <li>The ARC 641 Service Animal policy is on hold awaiting updates before coming back to College Council for 2<sup>nd</sup> review.</li> </ul>	
<p><b>Access/Recruitment Subcommittee</b></p>	<ul style="list-style-type: none"> <li>Our Access and Recruitment Subcommittee is continuing our work on the technology tools access video for new students—at our last meeting we discussed YouTube vs Kaltura for the platform (we are interested in the add free experience and other benefits of Kaltura), the need to make the video as easy to update and keep current as possible (we’ll save voice overs for the evergreen parts of the video), and other aspects of video planning. We are gathering a small group of stakeholders together to finish up an outline for the video, then bringing</li> </ul>	

<b>Retention &amp; Completion Subcommittee</b>	<ul style="list-style-type: none"> <li>We recently reviewed the input from the Priority Matrix Survey presented at the April ARC meeting. The survey captured feedback about the impact and effort related to each of the barriers presented. Based on the results, we are moving forward on the feedback webpage redesign/rebrand, Moodle formatting consistency, and Student Planning notifications related to registration. We are getting started on project charters, reviewing the equity framework, and will identify SMART goals for each of these initiatives.</li> </ul>	
<b>Financial Resources and Supports Subcommittee</b>	<ul style="list-style-type: none"> <li>In the last ARC FRS meeting, Chris Sweet joined us and explained that it was possible to implement the pop-up window when a student wants to drop a class. This was mentioned at the ARC meeting in March as something we were seeking. Per that ARC meeting, we decided to limit to 5 reasons and the ARC FRS group wanted to include “Prefer not to answer” as one of the reasons. We were limited to 25 characters/reason. The list is: <ol style="list-style-type: none"> <li>1. Personal: family, work</li> <li>2. Course format/technology</li> <li>3. Basic Needs: food/housing</li> <li>4. Cost of attending college</li> <li>5. Prefer not to answer</li> </ol> <p>The plan is to implement this for summer term.</p> </li> </ul>	
<b>Future Agenda Items</b>		
<b>Future Agenda Items</b>	<ul style="list-style-type: none"> <li>Update re: FYE expansion</li> <li>Update re: Peer Assistant Program</li> <li>Update from STEP Grant &amp; PTO</li> <li>Enrollment Report</li> <li>DEI Goals Updates from sub-committees</li> <li>Provide updates about Progress Reports and Care units in Navigate and Expanding Navigate beyond advising</li> <li>House and Senate Bills</li> <li>CRM</li> <li>Service Area Assessment</li> <li>CARE/College Safety Update</li> <li>Sub-committee Deep Dives</li> </ul>	
<b>ARC Full Committee Meeting Dates 2020-2021</b>		

<p>Fall:</p> <ul style="list-style-type: none"> <li>October 4, 2021 – 10:30 – 12:00</li> <li>November 1, 2021 – 10:30 – 12:00</li> <li>December 6, 2021 – 10:30 – 12:00</li> </ul>	<p>Winter:</p> <ul style="list-style-type: none"> <li>January 11, 2022 – 10:30 – 12:00</li> <li>February 7, 2022 – 10:30 – 12:00</li> <li>March 7, 2022 – 10:30 – 12:00</li> </ul>	<p>Spring:</p> <ul style="list-style-type: none"> <li>April 4, 2022</li> <li>May 2, 2022</li> <li>June 6, 2022</li> </ul>
--	--	---

**Subcommittee Meeting Dates**

<p>Access and Recruitment:</p> <ul style="list-style-type: none"> <li>Thursday, October 21, 11-12</li> <li>Monday, November 29, 2-3</li> <li>Tuesday, December 7, 1-2</li> <li>Tuesday, January 11, 1-2</li> <li>Tuesday, February 22, 1-2</li> <li>Tuesday, March 22, 1-2</li> <li>Thursday, April 21, 11-12</li> <li>Monday, May 16, 1-2</li> <li>Tuesday, June 14, 1-2</li> <li>Deep Dive re: Access and Retention in March 2022</li> </ul>	<p>Retention and Completion:</p> <ul style="list-style-type: none"> <li>TBD</li> <li>Deep Dive re: Retention and Completion in April 2022</li> <li></li> </ul>	<p>Financial Resources and Supports</p> <ul style="list-style-type: none"> <li>October 11 - 3:30-4:30</li> <li>November 8 – 3:00-4:00</li> <li>December 13 – 1:00-2:00</li> <li>Deep Dive re: ARCFRS in February 2022</li> </ul>	<p>Policy and Steering</p> <ul style="list-style-type: none"> <li>TBD – as needed.</li> </ul>
--	--	--	---