


Access, Retention & Completion Committee Meeting Agenda & Minutes


Date: June 6, 2022 / 10:30 – 12:00 pm / [Location: Zoom](#) / **Facilitator:** Jennifer Anderson / **Recorder:** Michell Gipson



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

Present: Attendance for this meeting not recorded.


Guests: Michelle Baker and Jil Freeman

Topic/Item	Discussion	Action/Decision
Committee Business		
Committee Business & Warm Up Jennifer Anderson – 15 minutes	<ul style="list-style-type: none"> • May meeting minutes approval – see attached. • Chris moved to approve meeting minutes and Shalee 2nd the motion. • Minutes approved. • Reminder – this is the last ARC meeting for the 2021-2022 academic year. This group will reconvene in October of 2022. 	 ARC Meeting Agenda and meeting notes M:

CCC Information & Initiatives		
<p>Student Handbook – Changes and Content Updates</p> <p>Michelle Baker - 15 minutes</p>	<p>Michelle Baker joined ARC to give an update on the revisions to the Student Handbook and discuss timelines for content updates.</p> <ul style="list-style-type: none"> • Working on an updated handbook creating a webpage version rather than a long PDF version. • Shared the webpage www.clackamas.edu/student-handbook • Created links within the Handbook that directed students to the correct websites that they were looking for rather than having to update the Student handbook every year. • The Student handbook was brought to ARC to help look at the timeline as to when we are looking at it each year so that there is no conflict with others. • Traditionally they have pushed it to spring term to not miss out on Catalog deadlines. • Is there anyone that should be included in the second look at the handbook? • Shared the general time line for updating the handbook. <p>Question/Suggestions:</p> <ul style="list-style-type: none"> • Expanding the Safety section might be helpful. • Where to sign up for the safety information that is sent to your phone. • Addressing the protocol in the classroom. Are students aware of that information? • Having the webpage is making easier for accessibility and ease of finding information. <p>Questions/comments regarding the Timeline:</p> <ul style="list-style-type: none"> • Does ARC as a group want to see the draft and make suggestions? • Hoping the newest edits would be done in the Summer and launched in the Fall. 	<ul style="list-style-type: none"> ○ Is there anything missing from the handbook? Send edits to Michelle Baker.
<p>Potential ideas for improving the student experience with Moodle</p> <p>Beth Wicklund and Adam Winckert - 30 minutes</p>	<p>Beth Wicklund and Adam Wickert were invited to share feedback that they have gathered about the student experience with Moodle as part of the ARC Retention and Completion subcommittee about how we might be able to improve the experience that our students have with Moodle. Review presentation (see attached).</p> <p>Started with a review of Student Survey Data:</p> <ul style="list-style-type: none"> • EYES Survey data (Fall 2021): Results: Online Learning & Digital Access Survey showed 56% of the respondents want consistency with Moodle course layouts including consistency with location to find grades, clarity regarding weekly assignments and due dates and having all course information and class homework in one APP would make learning much easier. <ul style="list-style-type: none"> ▪ EYES Survey data Spring 2022 Results: Online Learning & Digital Access Survey showed that respondents want consistency with Moodle course formats, layouts and features, Disability friendly functionality, clarity regarding course description and weekly assignments and due dates. 	 <p>ARC Subcommittee - Moodle Feedback</p>

	<ul style="list-style-type: none"> ○ Staff gathered additional student feedback as part of their direct work with helping students access this information. They saw the following difficulties with students navigating this system: <ul style="list-style-type: none"> ▪ Technical issues: <ul style="list-style-type: none"> - Difficulty with uploading assignments - Difficulty with being able to view or access assignments - Submitted assignments don't load correctly - Accessing the Moodle app (Open-LMS) on phones and tablets ○ Bev shared some examples Moodle shells for some of the business courses. <p>Questions/Comments:</p> <ul style="list-style-type: none"> • Moodle gradebook is frustrating for everyone! • The DRC shared the web link: https://kb.dl.clackamas.edu/tag/disability-accomodation/ • Carol B. would encourage any instructor to ask for help from OLET. They are wonderful! I ask for gradebook help all the time. • Katrina shared the Moodle 101 resource is available for students and should already be automatically added to student's dashboard. • Katrina shared the two "Best Practices for Online Learning" documents. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Best-Practices for Online Instruction 201</p> </div> <div style="text-align: center;">  <p>Best Practices and Resources for Remote</p> </div> </div> <p>Next steps Identified from Student and Staff Feedback:</p> <ul style="list-style-type: none"> • Josh Aman, Ashlee Sears, and Dustin Bare to provide additional ideas gathered from their teams as well. • Jil Freeman and Katrina Boone joining for this discussion. 	
<p>American Community Survey Data</p> <p>Written Brief from Ashlee Sears</p>	<p>Institutional Research has published a How To article to Team Dynamix to assist employees who need to use American Community Survey (ACS) data from the Census Bureau. Also included is a list of recommended indicators to help identify information in the ACS that is likely to be relevant such as population counts, race/ethnicity information, poverty rates, languages spoken, educational attainment, etc.</p> <p>The How To article can be found at this location: https://clackamas.teamdynamix.com/TDClient/1853/Portal/KB/ArticleDet?ID=141193</p>	

	<p>IR is currently working on pulling ACS indicators into a consumable format which will be made available to the College community. Please reach out to IR if you need assistance pulling ACS data.</p>	
<p>ARC & the revised Shared Governance – Looking ahead to potential changes with our structure?</p> <p>All</p>	<p>Documents to review and consider:</p> <p>Shared Governance Philosophy and Values Statement which identifies why shared governance is important and the underlying principles and values we will use to guide and shape this work</p> <p>Shared Governance Council List which details our proposal for shared governance venues (including councils and oversight and support groups)</p> <p>Shared Governance Structure Visual which shows the relationships and workflow of our proposed new shared governance structure</p> <p>Shared Governance Next Steps which is acting as our to-do list for the next steps of this work</p> <p>The college proposal would establish five council-level groups, which would be designated as Shared Governance Venues:</p> <ul style="list-style-type: none"> • Teaching and Learning • Student Support • Employee support/organizational health • Budget Advisory Group • College operations (Space allocation and Technology) <p>Questions/Comments:</p> <ul style="list-style-type: none"> • Where will the implementation groups go and how long will they exist? • Is ARC considered an associated committee of Student Support Council or will ARC transition into becoming the Student Support Council? <ul style="list-style-type: none"> ○ There was one understanding that ARC would fall as a subcommittee under Teaching and learning. ○ There was another idea that the new Student Council would be run by students. ○ There was discussion about how to involve students at every level. ○ Suggestion to change Student Support to Student success. • It's important for us to recognize that there could be major changes to the way that RC functions going forward as shared governance structures get built and defined and this group needs to be a part of the conversation. • All ARC members are encouraged to review the documents being shared with the campus community and to ask questions/provide feedback. 	

<p>Hot Topics/Announcements All Remaining Time</p>	<ul style="list-style-type: none"> • HEERF Tuition Debt Relief Option & recent Fin Aid follow up with students missing documents. – Terrie Sanne • GEER Grant Closed – Allocated over 180K to 222 students in emergency relief funds since January 2021. – Michell Gipson • ICAP Vocational Rehabilitation Coach – Position coming soon that will be dedicated to working with students receiving assistance through Vocational Rehabilitation. – Jennifer Anderson • Welcoming Joan Jagodnik in the role of STEP Grant Coordinator as of May 20, 2022. – Jennifer Anderson • TBH: Career Pathways and STEP Coach – Coming soon. – Jennifer Anderson • Future Ready – Shalee Hodgson 	
Subcommittee Updates – Informational		
<p>Steering & Policy Committee Updates</p>	<ul style="list-style-type: none"> • Presented Annual ARC update to College Council on May 18, 2021. 	 ARC Annual Report to College Council 5.1
<p>Access/Recruitment Subcommittee</p>	<ul style="list-style-type: none"> • No written brief submitted. 	
<p>Retention & Completion Subcommittee</p>	<ul style="list-style-type: none"> • No written brief submitted. 	
<p>Financial Resources and Supports Subcommittee</p>	<ul style="list-style-type: none"> • Finalized drop down menu options for students to select when dropping a class and worked with J to get this functionality “live” in Colleague for summer term. 	
Upcoming Trainings/Events/Activities		
<p>Important Announcements & Upcoming Trainings</p>	<ul style="list-style-type: none"> • Beyond Words Employee Resource Group (ERG) 	
Future Agenda Items		

Future Agenda Items	<ul style="list-style-type: none"> TBD at the restart of the next academic year. 			
ARC Full Committee Meeting Dates 2020-2021				
Fall: <ul style="list-style-type: none"> October 4, 2021 – 10:30 – 12:00 November 1, 2021 – 10:30 – 12:00 December 6, 2021 – 10:30 – 12:00 	Winter: <ul style="list-style-type: none"> January 11, 2022 – 10:30 – 12:00 February 7, 2022 – 10:30 – 12:00 March 7, 2022 – 10:30 – 12:00 	Spring: <ul style="list-style-type: none"> April 4, 2022 May 2, 2022 June 6, 2022 		
Subcommittee Meeting Dates				
Access and Recruitment: <ul style="list-style-type: none"> Thursday, October 21, 11-12 Monday, November 29, 2-3 Tuesday, December 7, 1-2 Tuesday, January 11, 1-2 Tuesday, February 22, 1-2 Tuesday, March 22, 1-2 Thursday, April 21, 11-12 Monday, May 16, 1-2 Tuesday, June 14, 1-2 Deep Dive re: Access and 	Retention and Completion: <ul style="list-style-type: none"> TBD Deep Dive re: Retention and Completion in April 2022 	Financial Resources and Supports <ul style="list-style-type: none"> October 11 - 3:30-4:30 November 8 – 3:00-4:00 December 13 – 1:00-2:00 Deep Dive re: ARCFRS in February 2022 	Policy and Steering <ul style="list-style-type: none"> TBD – as needed. 	

Retention in March 2022 •			
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