


Access, Retention & Completion Committee Meeting Agenda & Minutes


Date: October 10, 2022 / 10:30 – 12:00 pm / [Location: Zoom](#) / **Facilitator:** Jennifer Anderson / **Recorder:** Isaiah Lee



ARC MEMBERSHIP		
X ASG Representative – Aleena Sorokina	<input type="checkbox"/> Joan Jagodnik	X Ashley Sears
X Paul Allen – New Member	X Isaiah Lee – New Member	X Ni’Cole Sims
X Josh Aman	<input type="checkbox"/> Kelly Love	X Chris Sweet
X J. Anderson	X Jim Martineau	X Jordan Taylor
X Jennifer Anderson - Chair	X Keoni McHone - Full time faculty in AFaC	X Amy Warren – Associate Faculty Rep
X Felicia Arce	<input type="checkbox"/> Stephanie Murphy	<input type="checkbox"/> Adam Wickert – Associate Faculty Rep
<input type="checkbox"/> Claire Bach	X Ariane Rakich	X Beth Wicklund
X Dustin Bare	X Lisa Reynolds	<input type="checkbox"/>
X Katrina Boone	X Shanna Schacher - New	<input type="checkbox"/>
X Bev Forney	<input type="checkbox"/> Joan San-Claire – Associate Faculty Rep	
<input type="checkbox"/> John Ginsburg	X Terrie Sanne	

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

Guests: Tara Sprehe

Topic/Item	Discussion	Action/Decision
Committee Business		
Committee Business & Warm Up Jennifer Anderson – 15 minutes	<ul style="list-style-type: none"> • June meeting minutes review and approval – see minutes attached. • Bev moved to approve meeting minutes and Felicia seconded the motion. • Minutes approved with no objections. • Welcome our new members: <ul style="list-style-type: none"> ○ Aleena Sorokina, ASG Representative. ○ Paul Allen, Director of Recruitment and Admissions. ○ Isaiah Lee, Administrative Assistant. ○ Shanna Schacher, ICAP Career Coach. ○ Amy Warren, English Associate Faculty. ○ Keoni McHone, Health & Athletics Fulltime Faculty. 	 ARC Meeting Minutes June 6, 2022.

	<ul style="list-style-type: none"> ● ARC Norms <ul style="list-style-type: none"> ○ Everyone is invited to participate fully and to speak up/ask questions/add their comments. Everyone in the committee is to be friendly and respectful. ○ Zoom chat is “for the fun of the committee” and is not monitored for discussion. If you have something to add, share it vocally by unmuting or raise your hand and we will make sure to give you time to speak. ○ We use a modified Robert’s rules approach to approving minutes and decision making. ○ Members can provide additional thoughts for our shared norms document at any time. There is a standing invitation to suggest norms to add. 	
<p>Warm Up</p>	<ul style="list-style-type: none"> ● Warm-Up: The following three key strategies are identified in the attached “Equity in Design for Holistic Student Supports” article related to implementing Holistic Student Supports at Community Colleges. Based on the information below, what do you think about these strategies and where could we (individually or as part of our work in ARC) be intentional about incorporating one or more of these strategies into our work? <ul style="list-style-type: none"> ○ Move beyond the initiative mindset (Pg. 5): Move beyond “boutique” services to address systemic issues at the college. Use partnerships in the community to support long-term transformation and support of students. ○ Know your students (Pg. 6): Ask “how do our policies, practices, communications, and culture contribute to students not getting connected to our services”? How do we know what our students need? ○ Practice facilitative leadership (Pg. 8): “Facilitative leadership is a practical and effective approach to leading transformative change that embraces the hierarchy built in to the college organizational structure while leveraging the power that lives at the top to create the conditions that enable others to contribute their own skills and qualities to achieve their shared vision.” <ul style="list-style-type: none"> ▪ Facilitative leadership requires trust, active listening skills, a culture of inquiry, and a clear, fair decision-making process. 	<div style="text-align: center;">  <p>Equity in design for HSS_ATD.pdf</p> </div> <p>Warm Up Discussion Notes</p>
<p>CCC Information & Initiatives</p>		

<p>Review SEM Plan & Tactics</p> <p>Tara Sprehe & Jennifer Anderson 50 Minutes</p>	<p>The Strategic Enrollment Management (SEM) plan is a long-term plan designed to be less reactive to external challenges. This plan focuses not only on recruitment but also on retention. ARC has been instrumental in shaping the SEM plan.</p> <p>2022-2026 CCC Strategic Enrollment Plan (see attached):</p> <ul style="list-style-type: none"> • Increase Student FTE (Full-time Equivalent) and Headcount (HC) • CCC employees confidently and consistently connect students to the services they need. • Students ease of access to services is improved. • Students sense of belonging and connectedness to CCC is increased. • The last three goals are also holistic student support indicators. <p>Target goals are to increase FTE and HC by 10% every year. If we stay at current FTE/HC levels we will be underfunded and underutilizing space on campus.</p> <p>Each goal includes:</p> <ul style="list-style-type: none"> • Multiple tactics. • Leads for each tactic. • Timelines for enacting each tactic. • Activities through which to actualize the tactics. • Measurements and progress indicators for each tactic. • Completion status. <p>The green highlighted tactics indicate tactics that are planned to be carried out during the 2022-2023 academic year.</p> <p>Implementation Plan (see attached):</p> <ul style="list-style-type: none"> • Plan outlines rollout of SEM tactics and dissemination across campus. • Tara will meet with all tactical leads to provide support needed to move their tactics forward and support in developing milestones and metrics needed to measure success of their tactics. <p>ARC Observations & Suggestions:</p> <ul style="list-style-type: none"> • 22-23 tactics will be pulled out as a separate document and bundled by lead. • A legend or key for acronyms would be useful. • Information in its current form is overwhelming, and will be simplified as it is dispersed around campus 	 <p>SEM Implementation Plan.docx</p>  <p>2022-2026 SEM Plan.pdf</p>
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	<ul style="list-style-type: none"> If you think of a better way to present this information or any other suggestions, send it directly to Tara. Tara is beginning to meet with tactical leads over the next month. <p>The SEM plan is the vehicle for ensuring we are meeting our Holistic Student Support strategic priority.</p>	
Subcommittee Updates – Informational		
Steering & Policy Committee Updates	<p>Meetings have been on hold due to the committee undergoing some loss of members over the last year.</p> <p>Restructure Proposal:</p> <ul style="list-style-type: none"> Change name of ARC Policy and Steering Committee to the ARC SEM and Strategic Priority Committee. Restructure committee with focus on overseeing and maintaining the SEM plan. Committee will also focus on making sure we’re connecting the SEM plan with the strategic priority of Holistic Student Support. <p>Think on the proposal over the next couple weeks and send feedback to Jennifer.</p>	
Access/Recruitment Subcommittee	<ul style="list-style-type: none"> Paul Allen joining Ariane Rakich as Co-Chair of the group this year. 	
Retention & Completion Subcommittee	<ul style="list-style-type: none"> Meetings were on hold over the summer. 	
Financial Resources and Supports Subcommittee	<ul style="list-style-type: none"> Met in September and discussed housing needs for students and connections with this group and Pathways to Opportunity. 	
Upcoming Trainings/Events/Activities		
Important Announcements & Upcoming Trainings	<ul style="list-style-type: none"> None provided this round. 	
Future Agenda Items		

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ARC Full Committee Meeting Dates 2020-2021				
Fall: <ul style="list-style-type: none"> • October 10, 2022 10:30 – 12:00 • November 14, 2022 10:30 – 12:00 • December 12, 2022 10:30 – 12:00 	Winter: <ul style="list-style-type: none"> • January 9, 2023 – 10:30 – 12:00 • February 13, 2023 – 10:30 – 12:00 • March 13, 2023 – 10:30 – 12:00 	Spring: <ul style="list-style-type: none"> • April 10, 2023 - 10:30 – 12:00 • May 8, 2023 - 10:30 – 12:00 • June 12, 2023 - 10:30 – 12:00 		
Subcommittee Meeting Dates				
Access and Recruitment: <ul style="list-style-type: none"> • TBD 	Retention and Completion: <ul style="list-style-type: none"> • TBD 	Financial Resources and Supports <ul style="list-style-type: none"> • October 18, 2022 11:00 – 12:00 • November 15, 2022 11:00 – 12:00 • December 11, 2022 11:00 – 12:00 	Policy and Steering <ul style="list-style-type: none"> • TBD 	