



# Access, Retention & Completion Committee Meeting Agenda & Minutes

**Date:** November 14, 2022 / 10:30 – 12:00 pm / [Location: Zoom](#) / **Facilitator:** Jennifer Anderson / **Recorder:** Isaiah Lee




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


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


**Guests:** None

Topic/Item	Discussion	Action/Decision
<b>Committee Business</b>		
<b>Committee Business &amp; Warm Up</b>  Jennifer Anderson – 15 minutes	<ul style="list-style-type: none"> <li>October meeting minutes review and approval with changes – see updated minutes attached.</li> <li>Bev moved to approve meeting minutes and Terrie seconded the motion.</li> <li>Minutes approved with no objections.</li> <li>Professional Development - Warm Up               <ul style="list-style-type: none"> <li>What makes good professional development?</li> <li>What can ARC be doing to support professional development?</li> </ul> </li> </ul>	 ARC Meeting Minutes October 10, 2
<b>Review Sub-Committee Membership</b>  Jennifer Anderson	<ul style="list-style-type: none"> <li>Subcommittee membership has been reviewed – see current membership attached.</li> <li>Contact Isaiah to add/edit subcommittee membership lists as appropriate.</li> <li>Use the subcommittee membership lists to find out who to talk to if you’re interested in the topics of a particular subcommittee and want to stay up to date. Each subcommittee</li> </ul>	 ARC Subcommittee Topics Current Memt

	<p>will also be requested to include a written brief in each month’s agenda that will detail what they have been working on lately.</p> <ul style="list-style-type: none"> <li>• <b>Proposal Renaming ARC Steering &amp; Policy committee to SEM &amp; Strategic Planning Committee:</b> In order to align with the newly adopted SEM plan and CCC Strategic Plan which are central to the vision and mission of the ARC committee, it is proposed that we rename the existing ARC Steering and Policy subcommittee to the ARC SEM and Strategic Planning Committee. As the current chair of this sub-committee, Jennifer Anderson reviewed the original goals of this sub-committee with the group and discussed where that work will live moving forward including: <ul style="list-style-type: none"> <li>• Policy Work <ul style="list-style-type: none"> <li>○ The original goal of the Policy portion of this committee was to provide a group of readers who would review and provide feedback to the policy originators, ask clarifying questions, and provide an editing eye on the materials prior to a full ARC committee review. Policy development and editing work happens at an intermittent pace so there are often many months when this group does not have any policies to review. Going forward, this process will switch to having the ARC Chair ask for volunteers from the current ARC members to review and provide feedback for policies prior to bringing the material to the full committee for review.</li> </ul> </li> <li>• Shared Governance <ul style="list-style-type: none"> <li>○ A question was posed about where conversations regarding the potential changes to the ARC committee structure will go as our Shared Governance practices shift to new Councils. At this point, we don’t know how these changes will impact ARC, but we’ll know more once the charters for those groups have been developed. The Chair will bring potential changes regarding changes to the ARC committee related to the changes with Shared Governance to the full ARC committee for future discussion.</li> </ul> </li> </ul> </li> <li>• Proposal Vote: <ul style="list-style-type: none"> <li>○ Joan Jagodnik moved to approve the proposal and John seconded the motion.</li> <li>○ No objections. All present voted yes.</li> <li>○ The new ARC SEM and Strategic Planning Committee will be in charge of aligning our work with the SEM and CCC strategic plan and driving ARC discussions and activities around SEM strategies/tactics.</li> <li>○ Tara Sprehe will chair this committee and interested members are invited to join this group.</li> </ul> </li> </ul>	<p><b>Proposal Passed: The ARC Steering &amp; Policy committee will now be renamed to the SEM &amp; Strategic Planning Committee</b></p>
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CCC Information & Initiatives		
<p><b>Making tuition and fee information easier to read on our website</b> (Process Improvement)</p> <p>John Ginsburg &amp; ARC FRS</p>	<ul style="list-style-type: none"> <li>• Review proposed changes to current webpage information about tuition and fees. <ul style="list-style-type: none"> <li>○ Current webpage: <a href="https://www.clackamas.edu/admissions-financial-aid/tuition-fees">https://www.clackamas.edu/admissions-financial-aid/tuition-fees</a>.</li> <li>○ Example from PCC: <a href="https://www.pcc.edu/enroll/paying-for-college/tuition/">https://www.pcc.edu/enroll/paying-for-college/tuition/</a></li> </ul> </li> <li>• Proposed Changes <ul style="list-style-type: none"> <li>○ A cost calculator would be a welcome change but has been tabled due to leaves taken by the web team.</li> <li>○ Cost information will be higher up on the page than it is now, using the box chart design of PCC to display information clearly and concisely.</li> </ul> </li> <li>• Suggestions <ul style="list-style-type: none"> <li>○ Paul and Ariane suggested putting the numbers first and foremost, and hiding the elaborative text behind a dropdown menu. This would put the most important information front and center while avoiding overwhelming the reader with text.</li> </ul> </li> </ul>	
<p><b>Granted Petition</b> (Process Improvement)</p> <p>Chris Sweet</p>	<ul style="list-style-type: none"> <li>• Clarifying information related to courses that require a granted petition. Please send feedback and thoughts on barriers this issue may present to Chris Sweet. <ul style="list-style-type: none"> <li>○ Warning text has been adjusted to be more clear: “Please contact the instructor for this course to request permission to register.”</li> </ul> </li> <li>• Difference between Student Petition and Granted Petition <ul style="list-style-type: none"> <li>○ Both petitions require students to contact the instructor for consent. However, a student petition is only required after a class has already started while a granted petition always applies to a course.</li> </ul> </li> </ul>	
<p><b>Review Draft Policy Documents</b> (Information Sharing)</p> <p>Jennifer Anderson &amp; Individual Review</p>	<ul style="list-style-type: none"> <li>• OSBA has recommended that the college have a BOE level policy regarding Student Conduct. The attached draft was reviewed at College Council recently. ARC is invited to review and comment.</li> <li>• We are in the process of transitioning the existing ARC 601 Expressive Speech policy into a new BOE level policy and administrative regulation for Expressive Conduct. This policy has gone through a number of iterations and we have a new full draft of both the policy and the administrative regulation to review.</li> <li>• This policy identifies the time, place, and manner for expressive conduct. This policy, as a more all-encompassing policy, needs to land at a higher level than just ARC. We will be working together to create a version that will move up to the Board of Education’s policy review process.</li> </ul>	 OSBA proposed JFC Student Conduct.docx  Expressive Conduct Draft Board Policy Rev  Expressive Conduct Draft Administrative F

<p><b>Review Year 1 SEM Plan &amp; Tactics</b> (Small Group Discussion) Jennifer Anderson &amp; All</p>	<p>We have a number of tactics identified for year one in the current SEM plan (see attached). Some tactics like the ones below are quite broad and it would be useful for this group to review and brainstorm options that would help define what types of activities are needed to meet these tactics and what types of measures/outcomes we would like to see to know that these tactics are working.</p> <ul style="list-style-type: none"> <li>• 1.1.1(7) Identify and collaborate with affinity groups (these need to be identified) and allies to advance outreach and recruitment activities.</li> <li>• 2.2.2 Provide CCC employees and students with understanding of Student Services Hub and Cougar Connect.</li> <li>• 3.1.6 Offer additional services in multiple languages.</li> </ul> <p>As people look over the SEM Tactics and Activities, please feel free to reach out to the specific leads and get involved if you feel you have something to offer!</p>	 <p>2022-23 SEM Tactics and Activities.docx</p>
<p><b>Subcommittee Updates – Informational</b></p>		
<p><b>Steering &amp; Policy SEM and Strategic Planning Committee Updates</b></p>	<ul style="list-style-type: none"> <li>• Committee renamed.</li> <li>• Tara Sprehe to Chair this committee going forward.</li> <li>• Interested members can contact Tara to be added to this committee.</li> </ul>	
<p><b>Access/Recruitment Subcommittee</b></p>	<ul style="list-style-type: none"> <li>• First meeting is set for December 1, 2022.</li> </ul>	
<p><b>Retention &amp; Completion Subcommittee</b></p>	<ul style="list-style-type: none"> <li>• Next meeting is set for November 15, 2022.</li> </ul>	
<p><b>Financial Resources and Supports Subcommittee</b></p>	<p>ARC FRS updates:</p> <ul style="list-style-type: none"> <li>• Proposing a re-formatting of the information listed on the Tuition and Fees website (<a href="https://www.clackamas.edu/admissions-financial-aid/tuition-fees">https://www.clackamas.edu/admissions-financial-aid/tuition-fees</a>). Bringing draft changes to ARC 11.14</li> <li>• Step 2 to update that page would be to add “how-to” videos, similar to what is on the Advising page. Topics to include “how to make a payment” and “explanation of Account Activity”.</li> <li>• Step 3 of having a “cost calculator” similar to PCC on hold until Marketing team back up to full strength.</li> </ul>	

	<ul style="list-style-type: none"> <li>ASG supplemental grants placed on Emergency Funding page. In the course of a week, all Gas Card grants were spoken for.</li> <li>Initial data from Summer term on student-provided reasons for withdrawing from a class indicates far and above the primary reason is “Personal: family, work”. Will be looking at Fall results later in November, as well as expanding # of answers students can give.</li> </ul>		
<b>Upcoming Trainings/Events/Activities</b>			
<b>Important Announcements &amp; Upcoming Trainings</b>	<ul style="list-style-type: none"> <li>Call for proposals has been sent out for the Student Success and Retention Conference 2023 (SSRC)</li> </ul>	 SSRC 2023 Call for Proposals - SUBMIT T	
<b>Future Agenda Items</b>			
<b>Future Agenda Items</b>	<ul style="list-style-type: none"> <li>Hot Topics</li> <li>ARC Goals for 2022-2023</li> <li>ARC &amp; Shared Governance</li> <li>ARC &amp; Mission Fullfillment</li> <li>Enrollment Data Overview</li> <li>Virtual One Stop – Brainstorm</li> <li>Sub-committee Reports</li> </ul>		
<b>ARC Full Committee Meeting Dates 2020-2021</b>			
Fall: <ul style="list-style-type: none"> <li>October 10, 2022 10:30 – 12:00</li> <li>November 14, 2022 10:30 – 12:00</li> <li>December 12, 2022 10:30 – 12:00</li> </ul>	Winter: <ul style="list-style-type: none"> <li>January 9, 2023 – 10:30 – 12:00</li> <li>February 13, 2023 – 10:30 – 12:00</li> <li>March 13, 2023 – 10:30 – 12:00</li> </ul>	Spring: <ul style="list-style-type: none"> <li>April 10, 2023 - 10:30 – 12:00</li> <li>May 8, 2023 - 10:30 – 12:00</li> <li>June 12, 2023 - 10:30 – 12:00</li> </ul>	
<b>Subcommittee Meeting Dates</b>			
Access and Recruitment: <ul style="list-style-type: none"> <li>December 1, 2022 9:00 – 10:00</li> <li>January 17, 2023 9:00 – 10:00</li> <li>February 16, 2023 11:00 – 12:00</li> </ul>	Retention and Completion: <ul style="list-style-type: none"> <li>TBD</li> </ul>	Financial Resources and Supports <ul style="list-style-type: none"> <li>October 18, 2022 11:00 – 12:00</li> <li>November 15, 2022 11:00 – 12:00</li> <li>December 11, 2022 11:00 – 12:00</li> </ul>	SEM and Strategic Planning <ul style="list-style-type: none"> <li>TBD</li> </ul>

<ul style="list-style-type: none"><li>• March 16, 2023 11:00 – 12:00</li><li>• April 13, 2023 2:00 – 3:00</li><li>• May 11, 2023 2:00 – 3:00</li><li>• June 8, 2023 2:00 – 3:00</li></ul>			
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