


# Access, Retention & Completion Committee Meeting Minutes




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


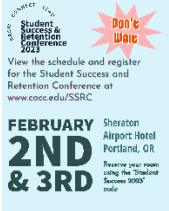
ARC MEMBERSHIP		
<input type="checkbox"/> ASG Representative – Aleena Sorokina	X Joan Jagodnik	X Ashley Sears
X Paul Allen – New Member	X Isaiah Lee - New	<input type="checkbox"/> Ni’Cole Sims
X Josh Aman	<input type="checkbox"/> Kelly Love	X Chris Sweet
<input type="checkbox"/> J. Anderson	X Jim Martineau	X Jordan Taylor
X Jennifer Anderson - Chair	X Keoni McHone - Full time faculty in AFaC	<input type="checkbox"/> Amy Warren – Associate Faculty Rep
X Felicia Arce	X Stephanie Murphy	X 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	
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>• November meeting minutes review and approval with changes – see updated minutes attached.</li> <li>• Terrie moved to approve meeting minutes and Bev seconded.</li> <li>• Minutes approved with no objections.</li> <li>• Warm Up – Small break discussion groups.               <ul style="list-style-type: none"> <li>○ When you think about Holistic Student Supports strategic priority (as referenced in the <a href="#">CCC Strategic Plan</a>) what do you think we as ARC members need to know more about and/or focus on in order to best align our efforts with this strategic goal? Note: Ideas could be short term or long term ideas.</li> <li>○ What questions (if any) do you currently have about the SEM plan? Do we need more information or agenda items on any specific topics to help inform our</li> </ul> </li> </ul>	 ARC Meeting Minutes November 14

	<p>work? Do you have specific ideas about how we can best align our shared efforts with this work?</p> <ul style="list-style-type: none"> <li>• Warm Up – Comments &amp; Questions <ul style="list-style-type: none"> <li>○ Who is leading Holistic Stdeunt Supports and who all is attached to that initiative?</li> <li>○ In what ways can we assess our efforts? How do we measure success in this area?</li> <li>○ A summary of grants and services serving students could be a helpful resource for staff to better support students.</li> <li>○ See the notes from the break out groups attached.</li> </ul> </li> </ul>	 <p>ARC Small Group Discussion Notes re w</p>
<b>CCC Information &amp; Initives</b>		
<p><b>Reporting gender related fields to external entites</b></p> <p>Ashley Sears – 15 minutes</p>	<ul style="list-style-type: none"> <li>• The Gender, Legal Sex, and the Data Lifecycle project team has developed a transparency mechanism (see attached) for communicating how we report gender-related fields to external entities. Feedback wanted!</li> <li>• The team is hoping to move away from uninclusive methods of assigning and reporting gender by making the process as transparent as possible and mapping out external reporting bodies.</li> <li>• Your Gender Infographic – Feedback <ul style="list-style-type: none"> <li>○ <b>Felicia:</b> A QR code or direct link on the infographic that helps students change their reporting information would be helpful.</li> <li>○ <b>Dustin:</b> A longer FAQ that accompanies the infographic would be useful for those left with questions that won't fit on the flyer.</li> <li>○ What does “under review” mean to you? Ashley &amp; Team are looking for clearer ways to phrase that aspect of the infographic.</li> </ul> </li> <li>• Contact Ashley with further feedback!</li> </ul>	 <p>Your Gender - Who wants to know 2022-'</p>
<p><b>Open Meeting Time – SEM Tactic Work As Needed</b></p>	<ul style="list-style-type: none"> <li>• Tara will be leading the SEM and Strategic Planning committee. See the attached set of activities for this subcommittee attached. Please contact Tara directly if you would like to join this subcommittee.</li> <li>• John pulled together the ARC FRS and related SEM Tactic leads to discuss SEM tactics that had overlapping components.</li> <li>• Dustin pulled together the Retention subcommittee to discuss the SEM tactics related to SASS.</li> </ul>	 <p>2022-23 SEM Tactics and Activities.docx</p>
<b>Subcommittee Updates – Informational</b>		

<b>SEM and Strategic Planning Committee</b>	<ul style="list-style-type: none"> <li>• This committee has been renamed as of the November 2022 ARC meeting and work will now align with maintaining and implementing the SEM plan and aligning our work with the CCC strategic plan.</li> <li>• Meetings will be chaired by Tara Sprehe</li> <li>• Folks interested in joining this committee can notify Tara.</li> </ul>	
<b>Access/Recruitment Subcommittee</b>	<ul style="list-style-type: none"> <li>• Recap of past subcommittee initiatives (attached presentation) – Ariane Rakich</li> <li>• Update: Student Technology Access Resources Video – Ariane Rakich</li> <li>• Update on Live Chat tool – Josh Aman</li> <li>• Setting the stage of SEM focus – Paul Allen</li> </ul>	 <p>Dec. 1 Access and Recruitment Subcomr</p>
<b>Retention &amp; Completion Subcommittee</b>	<ul style="list-style-type: none"> <li>• Retention &amp; Completion are currently working on some initiatives with Navigate. They are also hoping to get involved with the Online Orientation project and are also working on a website for student feedback and assistance.</li> </ul>	
<b>Financial Resources and Supports Subcommittee</b>	<ul style="list-style-type: none"> <li>• FRS have edited the Withdrawal reasons that student are asked to provide when dropping a class weeks 3-8. They added a reason and re-worded for clarity. They'll continue reviewing data from Summer and Fall received so far.</li> <li>• The Business Office is developing screen shots videos of "How to Pay your bill" which should be ready in Winter Term.</li> <li>• They are working on our SEM Tactic of "Provide CCC employees with understanding of where to find resources", and have begun to brainstorm an activity which is interactive, engaging, fun, and repeatable with self-direction.</li> </ul>	
<b>Upcoming Trainings/Events/Activities</b>		
<b>Important Announcements &amp; Upcoming Trainings</b>	<ul style="list-style-type: none"> <li>• Registration is now open for the Student Success and Retention Conference and can be found at: <a href="https://www.cocc.edu/departments/vp-of-student-affairs/ssrc/">https://www.cocc.edu/departments/vp-of-student-affairs/ssrc/</a>. See attached flyer for additional information.</li> </ul>	
<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>	

**ARC Full Committee Meeting Dates 2020-2021**

<p>Fall:</p> <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>	<p>Winter:</p> <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>	<p>Spring:</p> <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>
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**Subcommittee Meeting Dates**

<p>Access and Recruitment:</p> <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> <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>	<p>Retention and Completion:</p> <ul style="list-style-type: none"> <li>• January 17<sup>th</sup>, 2023</li> <li>• January 31<sup>st</sup>, 2023</li> <li>• February 14<sup>th</sup>, 2023</li> <li>• February 28<sup>th</sup>, 2023</li> <li>• March 14<sup>th</sup>, 2023</li> <li>• April 11<sup>th</sup>, 2023</li> <li>• April 25<sup>th</sup>, 2023</li> <li>• May 9<sup>th</sup>, 2023</li> <li>• May 23<sup>rd</sup>, 2023</li> </ul>	<p>Financial Resources and Supports</p> <ul style="list-style-type: none"> <li>• January 18<sup>th</sup>, 2023 1:00 – 2:00</li> <li>• February 15<sup>th</sup>, 2023 1:00 – 2:00</li> <li>• March 15<sup>th</sup>, 2023 1:00 – 2:00</li> <li>• April 19<sup>th</sup>, 2023 1:00 – 2:00</li> <li>• May 17<sup>th</sup>, 2023 1:00 – 2:00</li> </ul>	<p>SEM &amp; Strategic Planning</p> <ul style="list-style-type: none"> <li>• TBD</li> </ul>
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