Access, Retention & Completion Committee Meeting Agenda & Minutes

Date: February 13, 2023 / 10:30 – 12:00 pm / [Location: Zoom](#) / Facilitator: Jennifer Anderson / Recorder: Isaiah Lee

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

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

Guests: None

Topic/Item	Discussion	Action/Decision
Committee Business		
Committee Business & Warm Up Jennifer Anderson – 25 minutes	- December meeting minutes review and approval with changes – see updated minutes attached. - Terrie Sanne moved to approve meeting minutes and Bev Forney seconded. - Welcome to our new members: **Heather Nagy** is our Associated Student Government Representative. **Miranda James** is our Multicultural Center Coordinator in Student Life and Leadership. - Warm Up – Discussion Groups - Small group review of the attached slide from Dr. Marvin Washington related to how we organize our work. - Discussion questions:	📄 ARC Meeting Minutes December 12 📊 ABCD Of Work.pptx

	▪ In which quadrant do you spend most of your time?
	▪ In which quadrant is where you find your work purpose/joy?
	▪ Where do you find the most joy/purpose in your role?
	▪ How might we stop doing less of the things that are less productive/give us joy and engage in more of the work that does?
	• Warm Up – Post-Discussion Thoughts & Questions
	   o Help others when they are in crisis – but don't let their crisis become your crisis.
	   o The quadrant in which we spend the most time can vary day by day.
	   o Spending time doing the "Dumb" work can often be a consequence of working harder, not smarter.	

CCC Information & Initatives		

Review of Eyes Survey Data
 	
Ashley Sears – 30 minutes
	The results of the Fall 2022 Student Engagement Survey (EYES) are available. *(Click the link then look to the bottom right of the screen for the PDF report that contains the results.)*
	
	The purpose of the survey is to assess student engagement related to student services and to understand student perspectives regarding their college experience at CCC. The results of this survey are used by student services, academic programs, grant reporting, and college administration.
	
	Topics include: Education & Career Planning, Advising, Co-Enrollment, Course Preferences (modality and day/time), Campus Connection (belonging), Challenges Experiences (barriers), Work Outside of College, Parent / Guardian Status, Online Learning & Digital Access, Textbooks, and Future Plans and Comments.
	
	• Overview of EYES Results – Ashley Sears
	   o Respondents
	      ▪ Survey distributed to nearly 4,500 students via email.
	      ▪ Overall response rate of 16%.
	   o Modality Preferences
	      ▪ Preference for in-person courses is increasing.
	      ▪ Parent/Guardians are more likely to prefer online classes.
	      ▪ First generation students are more likely to prefer online and evening classes.	

- - Students working greater than 30 hours a week are more likely to prefer online and evening classes.
  - o Co-enrollment
    - 76% of students had not heard of co-enrollment.
    - First generation students of color were the least likely to have heard of co-enrollment.
    - First generation white students were more likely to have heard of co-enrollment over a student of color who is not first generation.
  - o Barriers
    - All financial barriers have gone up.
    - 42% of students say work outside of college is a barrier.
  - o Work Outside of College
    - Majority of students do not work fulltime.
    - First generation students are working more hours per week on average.
  - o Technology Resources
    - Very few students know about or know how to use many technology resources such as Start Lab or Northern Digital Literacy.
    - Moving forward, we have campaigns focused on programs like Northern Digital Literacy spreading more awareness about such resources.
  - o Belonging
    - Some of the time, negative ratings were more likely associated with students of color, first generation students, male students, and students who are working more hours or more days per week.
    - Students with negative responses were more likely to be endorsing more barriers.
    - Students with negative responses tended to desire more collaboration opportunities and more course check-ins.
    - Positive ratings were not more or less likely to be students of color.
    - Students who gave positive ratings were more likely to be entirely online.

SEM Tactic Updates SEM Tactic Leads	**Tactic:** Increase leveraged funds and SNAP reimbursement. **Tactic Lead:** Joan Jagodnik **Status:** On track! # of participants in SNAP is well over halfway to goal (without it being halfway through the grant year), and SNAP has made major strides in integrating the work of SNAP with other programs on campus. **Tactic:** Develop comprehensive data and research informed student recruitment strategies. **Tactic Lead:** Paul Allen **Status:** On track through process. Not everything has been started, but the scope of this tactic (moving towards a Customer Relationship Management tool) requires a lot of planning. **Tactic:** Provide CCC employees with understanding of where to find resources. **Tactic Lead:** John Ginsburg (ARC FRS Subcommittee) **Status:** A little behind, off track by about a week. Work has gone into developing interactive activities and educational scavenger hunts to help employees learn where to go for relevant information. **Tactic:** Implement Navigate referrals and alerts. **Tactic Lead:** Dustin Bare. **Status:** Navigate referrals are already online, further work involves monitoring and assessing areas that need more work or implementation. Navigate alerts are on track and will continue to be tested with data collected by Dustin.	SEM Tactic Lead Update for ARC Meeti
Subcommittee Written Updates – Informational		

SEM and Strategic Planning Committee	• First meeting with this group occurred on 2.10.2023
	• Agenda included:
	    ○ Review SEM plan with the group and update the group about the SEM Tactic assignments/documents that tactic leads have been asked to complete so far.
	    ○ Identify mechanism for reporting progress of SEM tactics by leads to this group/others
	    ○ Discuss areas where the tactical leads indicated they needed help
	    ○ Determine who can reach out to those leads.
	    ○ Discuss overarching SEM milestones (in relation to the other strategic priorities)	

Access/Recruitment Subcommittee	- Discussed the CCSmart.org Website – Tiffany Thrift - Phi Theta Kappa has a new initiative called CCSmart, website: https://ccsmart.org . - This is a student led project focusing on the positive aspects of community colleges. - Tiffany will seek out a relevant PowerPoint and share more at our next meeting. - SEM 1.1.1 Work Status Update, focus on Access and Recruitment Subcommittee connected items – Paul Allen - Creating a "Toolkit" for departments was discussed. - Perhaps two separate toolkits, one for off-campus use and one for on campus use that both would include opportunities to explore and review existing department work, provide suggestions for enhancement via partnerships, opportunities for collaboration, more. - Many departments are already doing great recruitment work, inviting people to campus and making visits off-campus. - What is important for departments to have at the ready as they are teaching classes in high schools, or talking to employers? - Subcommittee conversations, connections with stakeholders, and work to bring a toolkit to life to continue! - Preview Day Brainstorm – Ariane Rakich - Briefly discussed history of CCC Preview Days, focus on the successful Virtual Preview Day 2021, opportunities to tie in with other existing events (ie CTE Showcase). - Subcommittee will focus our February 16th meeting on creating a framework for future Preview Day events. We will identify essential elements for these events, key stakeholders, incorporating preview events into the annual college event offerings, and more.	
Retention & Completion Subcommittee	January Agenda items/ Projects:	

	· Student Feedback Webpage Update – Launching Student Feedback Webpage by simplifying/revising webpage to remove student Qualtrics survey and retain CARE feedback form, DRC form, Counseling form, and Student Problem Resolution form.
	
	· Navigate Referrals/Navigate Alerts – Currently working on assessments on these processes and relevant student data related to retention and success connected to alerts.
	
	· Moodle constancy updates – David Plotkin/OLET working on project and presenting at Dept Chairs/Directors meeting on standardized Moodle template proposal.
	
	· Online Orientation updates – Connecting with Access and Recruitment Subcommittee on work and looking into a second phase of orientation for registered students prior to first term.
	
	· Student Completion Focus:
	
	      a. Review Degree and certificate completion process
	
	      b. Research accelerated degree/certificate programs	

Financial Resources and Supports Subcommittee	In January, the ARC FRS subcommittee spent most of its time working on the project charter for the SEM Tactic 2.2.1 (Provide CCC employees with an understanding of where to find student financial resources). We have 2 goals to accomplish with this project. One is the development of an online scavenger hunt which helps to demonstrate how to search for such resource information (not just memorizing what it is). The other is a passport activity that is more on-the-ground to familiarize employees with the offices themselves and the people who work in them. Both of these activities are meant to be either delivered "live" or conducted independently"	
Upcoming Trainings/Events/Activities		

Important Announcements & Upcoming Trainings	• Black History Month
	
	    ○ Tues, Feb 7 | 5 p.m. | Zoom Trivia with Associated Student Government
	
	    ○ Mon, Feb 13 | 4 p.m. | Multicultural Center Black Student Union Club Meeting Sat,
	
	    ○ Feb 25 | 7 p.m. | CCC Wilsonville Queen of Katwe Viewing Fri,
	
	    ○ Feb 24 | 7 p.m. | CCC Harmony East Black Panther Viewing	

Future Agenda Items

Future Agenda Items	• Hot Topics • ARC Goals for 2022-2023 • ARC & Shared Governance • ARC & Mission Fullfillment • Enrollment Data Overview • Virtual One Stop – Brainstorm • Sub-committee Reports	

ARC Full Committee Meeting Dates 2020-2021

Fall: • October 10, 2022 10:30 – 12:00 • November 14, 2022 10:30 – 12:00 • December 12, 2022 10:30 – 12:00	Winter: • January 9, 2023 – 10:30 – 12:00 • February 13, 2023 – 10:30 – 12:00 • March 13, 2023 – 10:30 – 12:00	Spring: • 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: • December 1, 2022 9:00 – 10:00	Retention and Completion: • January 17th, 2023 • January 31st, 2023 • February 14th, 2023 • February28th, 2023	Financial Resources and Supports • January 18th, 2023 1:00 – 2:00 • February 15th, 2023 1:00 – 2:00	SEM & Strategic Planning • TBD

- January 17, 2023 9:00 – 10:00 - February 16, 2023 11:00 – 12:00 - March 16, 2023 11:00 – 12:00 - April 13, 2023 2:00 – 3:00 - May 11, 2023 2:00 – 3:00 - June 8, 2023 2:00 – 3:00	- March 14th, 2023 - April 11th, 2023 - April 25th, 2023 - May 9th, 2023 - May 23rd, 2023	- March 15th, 2023 1:00 – 2:00 - April 19th, 2023 1:00 – 2:00 - May 17th, 2023 1:00 – 2:00	