Access, Retention & Completion Committee Meeting Agenda & Minutes

Date: March 13, 2023 / 10:30 – 12:00 pm / Location: Zoom / Facilitator: Chris Sweet / Recorder: Isaiah Lee

ARC MEMBERSHIP		
X ASG Representative – Heather Nagy	X Joan Jagodnik	X Terrie Sanne
X Paul Allen	☐ Miranda James	☐ Ashley Sears
☐ Josh Aman	X Isaiah Lee	☐ Ni'Cole Sims
X J. Anderson	☐ Kelly Love	X Chris Sweet
☐ Jennifer Anderson - Chair	☐ Jim Martineau	X Jordan Taylor
X Felicia Arce	X Keoni McHone - Full-Time Faculty	X Amy Warren – Associate Faculty Rep
☐ Claire Bach	X Stephanie Murphy	☐ Adam Wickert – Associate Faculty Rep
☐ Dustin Bare	☐ Ariane Rakich	X Beth Wicklund
☐ Katrina Boone	X Lisa Reynolds	X Gabby Sloss - New
X Bev Forney	X Shanna Schacher	
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 Chris Sweet – 10 minutes	- February meeting minutes review and approval – see minutes attached. - Terrie Sanne moved to approve meeting minutes and Bev Forney seconded. - Welcome Gabby Sloss, Director of Workforce Development	 ARC Meeting Minutes February 13,

CCC Information & Initatives		
ARC/ISP/BOE Policy and Procedure Updates Jennifer Anderson –	• Materials provided as pre-review to the committee via email with edits/questions requested via email as Jennifer was out sick on the day of the meeting.	 ARC- ISP 641 Service Animal Policy 2.27.20 ARC - ISP 641 Service Animal Proce Expressive Conduct Draft Board Policy Re Expressive Conduct Draft Administrative R ISP 460 Underage Enrollment- Students ISP 460P Underage Enrollment - Students
Fianancial Aid Updates Terrie Sanne – 30 minutes	• Terrie Sanne, Director of Financial Aid, reviewed some changes to the cost of attendance that is shared with students and the general public to differentiate direct costs (e.g. tuition and fees) versus indirect costs (e.g. living and housing expenses). • Previously, the cost of attendance had included Room & Board expenses. Now, direct and indirect costs have been split out. The direct cost of attendance excludes Room & Board and balances out to around $3,680 per term. • There is a new budget worksheet to help students understand what the actual cost in dollars is per month, in both direct and indirect expenses. Such tools are part of the school's wider financial literacy efforts. • We can increase a student's budget if they are able to show that their living expenses are higher than our estimated cost of attendance. • The way we are presenting our budget now may make the cost seem higher than usual, but this format attempts to show a realistic cost of attendance to students, knowing that students will always be offered the maximum in loans and funds that they're eligible for. • See Terrie's presentation attached.	 ARC Presentation.pptx
SEM Tactic Updates SEM Tactic Leads – 25 Minutes	**Tactic:** 1.2.3: Create pathways for transition (English for Speakers of Other Languages (ESOL), GED/Adult Basic Education (ABE)) students. **Tactic Lead:** Stephanie Murphy	 SEM Tactic Lead Update for ARC Meeti

	Status: On track! Working on documents that show the different pathways. Also thinking about career exploration and how to factor in ESOL students' work and education experience. **Tactic:** 1.1.5: Enhance consistent outreach to stopped out students. **Tactic Lead:** Stephanie Murphy & Paul Allen **Status:** On track! Hired two retention navigators who are reaching out to students who stopped out durin the pandemic. **Tactic:** 2.2.1: Provide CCC employees with understanding of where to find resources. **Tactic Lead:** John Ginsburg **Status:** On track! Two types of activities have been planned to help this tactic. One is a "passport" activity which physically takes you around campus to discover the people and places which have financial resources and support. Second is an online scavenger hunt that would guide you towards various resources available online. These are activities that could be completed during a college event like Inservice. **Tactic:** 2.1.2: Create registration/important dates communication plan. Systematize (automate?) the plan. **Tactic Lead:** Chris Sweet **Status:** On track! Designed a schedule to send out reminders through the use of navigate. In addition, there is a constant notification displaying on my.clackamas of important registration dates for students. Also working with College Relations and Marketing to help promote early registration for classes.	
Subcommittee Written Updates – Informational		
SEM and Strategic Planning Committee	• Tara is convening a meeting with all SEM Tactic Leads on 3.10.2023 to review current status updates of the SEM plan, discuss areas of overlap and where folks are stuck, and get a refresher on using Outlook Planner software for tracking status updates. • Tara is working with the DEI Huddle Team to create a cross-walk detailing where the DEI tactics that were assigned to ARC are now tracked as SEM tactics in the SEM plan. Jennifer will provide ARC with this updated material when it is completed.	

	• SEM tactic leads who are also standing members of ARC are providing updates to ARC as part of current standing ARC agenda items.	
Access/Recruitment Subcommittee	• Paul Allen shared progress on the SEM Tactic 1.1.1 Project Charter, as well as the associated SMART goals. He then shared the charter and goals document with the subcommittee via email. • Tiffany Thrift provided a review of CCSmart.org and how the content and mission of the organization may help CCC with efforts to change the negative stigma or perception some may have about community college. • Ariane Rakich shared the framework and intent of building a sustainable, semi-annual CCC Preview Day event. Discussion included where and how to focus the event to make the biggest impact on attendance and engagement.	
Retention & Completion Subcommittee	• Got student feedback survey online on the CCC website, working to get it more prominent. • Survey can be found here. • Working on further opportunities for students and stakeholders to share feedback with CCC.	
Financial Resources and Supports Subcommittee	• Continuing to work on SEM tactic of educating employees about financial resources that are available to students. This will consist of 2 activities – a "passport" program and an "online scavenger hunt," each of which could be completed during an event (such as Inservice) or on one's own time at any point during the year.	
Upcoming Trainings/Events/Activities		
Important Announcements & Upcoming Trainings	• Disability Awareness Month – Activities noted on the College Events Calendar	
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 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 | Retention and Completion: January 17th, 2023 January 31st, 2023 February 14th, 2023 February 28th, 2023 March 14th, 2023 April 11th, 2023 April 25th, 2023 May 9th, 2023 May 23rd, 2023 | Financial Resources and Supports January 18th, 2023 1:00 – 2:00 February 15th, 2023 1:00 – 2:00 March 15th, 2023 1:00 – 2:00 April 19th, 2023 1:00 – 2:00 May 17th, 2023 1:00 – 2:00 | SEM & Strategic Planning TBD |