

Access, Retention and Completion (ARC) Committee Charter

Mission:

The Access, Retention and Completion (ARC) Committee is a collaborative effort where representatives from constituent groups across the College prioritize, coordinate and shepherd the multiple projects and tasks derived from Strategic Priorities, Targeted Tasks and Institutional Activities related to Access, Retention and Completion. ARC is a continuation of efforts begun by the Strategic Enrollment Management Committee (2007-2011) which is no longer a functioning committee.

In keeping with the larger vision of the institution, ARC seeks to build a system of decision-making that incorporates the College's current process and continues to build and maintain the appropriate enrollment for today and into our future. This will be accomplished by ensuring that we attend to each core theme of appropriate, adaptable, and accountable transfer education, career and technical education, essential skills and lifelong learning.

Purpose:

Through research, best practice implementation, and student engagement practices, ARC participants will inform and guide the college regarding institutional priorities and enrollment management practices and policies.

Meeting Schedule:

ARC meets every other Monday, 1:00-2:20. This is subject to change in 2015-16 depending on committee availability.

Scope:

The role of the committee is to achieve both short-term and long-term goals related to institutional strategic priorities and enrollment management:

Short-term (1-3 years): Discuss, prioritize and shepherd specific strategic priorities, targeted tasks and institutional activities set by the College during College Action Planning (CAP) events, and Deans and Joint Deans meetings.

Long-term (3-5 years): Research, discuss, analyze and develop a comprehensive strategic enrollment management plan. Provide a "landing" for innovative ideas, synergy among faculty and staff across divisions and prioritize institutional projects that impact student access, retention, and completion.

Subcommittees and task forces may be developed on an ad hoc or year-to-year basis to complete this work.

Relationship to Other Advisory Bodies:

ARC reports to an oversight committee (see below). The role of the oversight group is to provide direction as needed, assist with advocacy of ARC recommendations and discuss/provide input on enrollment management strategies and decisions.

ARC Oversight Membership:

- Sue Goff, Dean of Arts and Sciences
- Phillip King, Dean of Academic Foundations and Connections
- Steffen Moller, Dean of Curriculum, Planning and Research
- Cynthia Risan, Dean of Technical, Health Occupations and Workforce Development

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ARC recommendations will be presented to College Council or other relevant committees (e.g. ISP) as needed for review and discussion. Policy changes will be referred to President's Council as appropriate. NOTE: Reporting aspects may be adjusted due to current college-wide committee structure conversations.

Authority:

ARC in its current form is preserved from the original approval process conducted by the Strategic Enrollment Management (SEM) committee. ARC is currently chartered and sponsored by the Dean of Academic Foundations and Connections (in lieu of Vice-President of Instruction and Student Services vacancy) and has been approved by President's Council (2014).

Membership:

In order to have an effective membership representative of the entire college, representatives from each of the instructional divisions (AFaC, THOW, AS, and CPR) is needed. Because many enrollment practices and strategies directly impact Enrollment and Student Services, the committee must include the directors from those areas. When at all possible, students should be included on the committee.

ARC Committee Membership (need to add length of service if applicable):

- Matthew Altman, Associate Dean, Arts and Sciences
- Dustin Bare, Director, Student Academic Support Services
- Larry Cheyne, Director of Education Partnerships
- Bryan Fuentes, Director, Workforce Development
- Darlene Geiger, Associate Dean of Instruction and Student Services, Academic Foundations and Connections
- Kara Leonard, Student Support and Career Services Coordinator
- Jim Martineau, Interim Associate Dean, Technical Health Occupation and Workforce Development
- BJ Nicoletti, Director, Institutional Research and Reporting
- Tara Sprehe (Chair), Associate Dean of Enrollment and Student Services, Academic Foundations and Connections
- Tawnya Stauffer-Dexter, Student Support and Retention Coordinator
- Chris Sweet, Registrar/Enrollment Services Operations Manager

Others to add:

- Students (1-2)
- Faculty (1-2)
- Business Office (Drop for non-payment project)

The ability to set direction for strategic enrollment management requires active participation. Members support ARC initiatives and planning through peer-to-peer information sharing opportunities, regular attendance at ARC meetings (generally monthly), and participation on subcommittees, work groups, and/or project teams. The expectation is that all members will actively participate in Access Retention and Completion efforts and add value to the ARC activities and planning.

Add a process section? (similar to ISP)