

Standing Committee - Annual Report to College Council

Year:	AY 2017 - 2018
Committee Name:	Access, Retention and Completion Committee (ARC)
Committee Chair:	Jennifer Anderson
Committee Members:	ASG Representative: David Mullins, Chris Sweet, Christina Bruck, Donna Larson, Dustin Bare, Emilie Azorr, Jaime Clarke, Jennifer Anderson, Jim Martineau, John Ginsburg, John Phelps, Josh Aman, Kara Leonard, Karen Ash, Lisa Reynolds, Lisa Anh Wang, David Miller, Lori Hall, Max Wedding, and Ryan Stewart.
College Council Liaison:	Jennifer Anderson
Location of Minutes:	Clackamas Portal: http://webappsrv.clackamas.edu/committees/
Committee Schedule:	Every three weeks
Committee Rotation Schedule:	Committee membership is reviewed annually. There is no formal rotation. David Miller has rolled off the committee and a faculty representative from Arts and Sciences is requested.
Committee Charge:	Through research, best practice implementation, and student engagement practices, ARC participants, in consultation with the Instructional Standards and Procedures Committee as appropriate, will inform and guide the college regarding institutional priorities and enrollment management practices and policies.
Committee Mission	<p>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.</p> <p>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.</p>
Goals/Objectives for the year	<p>1) Policy development and approval for student service areas</p> <ul style="list-style-type: none"> • ARC 401 / ARC 401P - Deceased Student • ARC 402 / ARC 402P - Active Military Deployment • ARC 600 / ARC 600P /ARC 600.1P -Email Use Policy • ARC 601 / ARC 601P - Expressive Conduct • ARC 603 / ARC 603P - Identity Theft • ARC/ISP 640 / ARC 640P - Academic Accommodations • ARC/ISP 641 / ARC 641P - Service Animals • ARC-ISP 642 / Personal Audio and Video Recording Policy

	<p>2) Assessment of current recruitment and retention activities and identification of opportunities for improvement in our programs, services, or systems. Reviewed information from the following units about their work in recruitment/retention:</p> <ul style="list-style-type: none"> • Welcome Center • Athletics Recruitment • High School Partnerships • Institutional Data Review – Recruitment/Retention Trends • Academic Advising Traffic Flow • Communications to newly admitted students • New student orientation module • Skills Day Revamp • Collaborative Advising Implementation
<p>Outcomes of year’s goals and objectives:</p>	<ul style="list-style-type: none"> • Established process for how an “ARC policy” is created. • Developed and vetted over 8 policies through the approval process (see list identified above). • Established the ARC Steering Committee to streamline the creation and development of policy review and formation. • Updated the ARC Policy template to add a section for referencing the procedures and the key units involved in implementing the policy as well as clarifying the timeline for when the policy goes into effect.
<p>Current and future issues:</p>	<p>Policy Development:</p> <ul style="list-style-type: none"> • Course overload policy • Academic Standing policy • Religious Holiday Policy • ISP Gap Analysis • ARC 604 – Sex Offender • ARC Charter • Code of conduct • Development of a public facing web page for ARC policies to be accessible. <p>Recruitment/Retention:</p> <ul style="list-style-type: none"> • Financial Aid – Changes to Work Study & Thinking about Estimated Award Packages • Changes to the CCC portal – impact to students • Changing to an online catalog – impact to students • Ongoing monitoring of the required orientation module – impact on retention • Implementation of Navigate – impact to students • Opportunities to leverage recruitment with participants in our High School partnership programs and with Skills Day participants • Tracking/implementing initiatives as identified with Strategic Enrollment Management Planning