Retention & Student Success Committee

# Meeting Minutes

**Date:** February 15, 2017

**Time:** 4:00 p.m.

**Place:** Conference Center, Red Conference Room 246

1. **Call to Order/Roll Call**

The meeting of the Retention and Student Success Committee was called to order at 4:02 p.m. on Wednesday, February 15, 2017, in the conference center room 261. The following members were present:Casey Martin (chair), Robert Norman (vice chair), Kathy Reaves, Ray Winiecki, Judy Ward, Dr. James Bullock, Leslie Appling, Veronda Tatum, and Dean Inman. The following members were absent: Heather Smith and Vanessa Williams.

In the absence of Vanessa Williams, Kathy Reaves volunteered to take today’s minutes.

1. **Review and Approval of Minutes**

Upon calling the meeting to order, Casey opened the meeting and asked for a review of the minutes from the January 18, 2017 meeting. There was no discussion or corrections of the minutes as read. Judy Ward made the motion that the minutes be accepted as read and Ray Winiecki seconded the motion. The minutes were approved.

1. **Old Business**
2. At the January meeting a tentative report plan for the Retention/SS Plan goals was presented, and the committee members present determined which goals they would report on. Today a new Report Plan was handed out with that information listed in column 2. Those committee members absent at the last meeting had been tentatively assigned goals and were asked if they would accept this assignment. Vanessa Williams will be reporting on Goal 7A, B and C. Ray Winiecki will be working with Heather Smith on Goal 5, and Veronda Tatum and Casey Martin will report on Goal 4A, B, and C.

Casey stressed that each reporter is to look at the goals and strategies to ascertain if the outcomes are attainable and achievable.

1. Casey also reported that an email was sent to all stakeholders with a copy of the Enrollment Management Plan attached; the purpose of this email was to make the stakeholders aware that members of this committee may be contacting them to discuss the goals and measures being taken to meet the goals.

1. **New Business**
2. A discussion was held on the term limits of the committee. A copy of a handout distributed at the Student Affairs Council was distributed. This was originally from Dr. Best and was basically “fine tuning” the committee structure. The major change was that the 3-year term is now a 4-year term, and the rest was clarification of the wording. This will impact 2 different groups on the Recruitment/SS Committee – faculty representatives (Ward, Winiecki, and Appling) and those holding committee positions. The point was made that the committee year begins in August and ends in May each year and that those working off the committee need to be staggered. After discussion the following was proposed:
3. Judy Ward’s term will conclude in May, 2017.
4. Ray Winiecki’s term will end in May 2018.
5. Leslie Appling will serve until May, 2019.

The motion was made to approve this proposal by Robert Norman and Judy Ward seconded the motion. The motion was approved.

The second group affected by this proposal were those currently holding the committee positions. As it stands, Casey Martin’s term as chair of the Retention/Student Success Committee will end May, 2017. Robert Norman, the current Vice-Chair, will begin his term in August 2017 as the Chair of the committee. A new Vice Chair and Secretary will be elected from the committee. After a brief discussion the motion was made to accept this proposal by Judy Ward with a second from Leslie Appling. The motion was approved.

1. Dean Inman reported on Goal 2 – “To establish SAS courses into sections by either division or program.” The work toward accomplishing this goal is in progress.
2. Leslie Appling has been working on Goal 4D – “To increase faculty, staff, and student attendance at student recognition programs.” Her initial finding is that attendance at this type of ceremonies has not been tracked in the past, and if tracked (for example, at the last Student Recognition Ceremony), the numbers were not broken down into categories (student, faculty, etc.). In order to track the progress on this goal, the totals need to be categorized, reported and retained for comparison purposes. Another issue is the need to establish what ceremonies and programs would fall into the “student recognition” category. Leslie will try to develop a list of ceremonies that fall under this umbrella and will contact the stakeholders and make them aware of the need for attendance numbers.

Dr. Bullock reiterated that it is not the duty or job of this committee to accomplish or “fix” these goals; we are to report our findings.

1. **Announcements**
2. The next meeting for the Retention/SS Committee is scheduled for Wednesday, March 15th, 2017, at 4:00 pm.
3. Goals to be reported on at that meeting are:
4. 3A – Casey Martin
5. 4F – Leslie Appling
6. 5 – Heather Smith and Ray Winiecki
7. 4B – Veronda Tatum and Casey Martin
8. **Action Items**
9. Leslie Appling will compile a list of student recognition programs and contact stakeholders to make them aware of the need for attendance numbers.
10. **Adjournment**

With no further business, Dean Inman made the motion that the meeting be adjourned and Ray Winiecki seconded the motion. The motion was approved and the meeting was adjourned at 4:39 p.m.