Retention Committee Meeting Minutes
October 12, 2018

Present: J. Abbott, M. Adams, C. Almeda, E. Bast D. Bertch, A. Cederberg, M. Collins, , E. Dominianni, C. Dunten, A. Galick, S. Herrmann, S. Hubbell, K. Johnson, A. Marsh-Peek, D. Mondoux, E. Pauken, T. Quada, C. Ross, L. Thomas, T. Welsh

Absent: B. Bates, E. Bell, L. Cosby, C. Gearig, C. Olson, C. Stroven, C. Cockeral

1. Call to order

2. The minutes of September 14, 2018 were approved

3. Institutional Research update

    a. Winter registration survey will start next week. Questions regarding scheduling availability and preference are included in the survey.

    b. Currently ahead in winter registration slightly

4. Retention Plan Priority Area updates

    a. Batch Cancellation – Display in MyValley has tested well. Should be included in the upcoming weeks. First round of "Tuition is Due" notifications will begin on October 16. This notification will go out the first and fifteenth of each month to all students with an outstanding account balance.

    b. Stop-out survey – Students not enrolled for Fall 2018 that completed New Student Orientation during the 2018 orientation cycle will be surveyed via phone.

    c. In-take Survey Winter 2019 – Discussion about the survey questions occurred. College Scheduler tool is available to all KVCC students. Marketing in the past has boosted student usage. The plan is to once again message students about college scheduler.

5. Ongoing Initiatives/Strategy Committee updates

    a. FYE – Cheryl Almeda presented a handout with FYE statistics including course success rates, enrollment in the course, section count, etc. Kudos was provided to Cheryl for her leadership in the development of TRS 104.

b. Mandatory Orientation (Fall 2018) – 70 mandatory orientation holds placed for Fall 2018 enrolled students. All students have been called and emailed. Coty and Levi work to manually lift holds after notified that the students have completed orientation.

c. Target X and Banner 9 – Target X was onsite October 9 & 10. Administrators and IT participated in the training which covered multiple aspects of the retention suite as well as tasks surrounding data integration. Banner 9 upgrade scheduled for November 16-18.

6. Part-Time Learner Support – The group worked on compiling ideas surrounding support for part-time learners. A "worksheet" was distributed to capture ideas. E Pauken will bring these back for further discussion and planning to the November meeting.

7. Other

a. Registration Campaign - Registration calling campaign to take place for currently enrolled students not yet registered for Winter 2019.

b. Updates provided for the Retention Plan Progress monitoring document that accompanies the Retention Plan. Updates to be made for G2C and KVAAP.

c. Updates to the Retention Plan underway. The group will discuss these at an upcoming meeting.

# ---Retention Plan Progress Monitoring---

| Operational Recommendation | Officially Proposed | Initial Meeting(s) | Partially Planned | Fully Planned | Executed or Piloted | Continuous Improvement | Expanded Implementation | Fully Scaled | Notes |
|---|---|---|---|---|---|---|---|---|---|
| Revise course schedule | X | X | X | | | | | | Proposal brought to ISSES committee |
| Caseload based advising | X | X | X | | | | | | Mapping caseloads underway |
| Mid-Term grades | X | X | X | | | | | | Need to determine role of technology |
| Revamp early alert | X | X | | | | | | | Committee has been meeting to plan |
| Developmental placement | X | | | | | | | | Analysis co SAT,ALEKS,Accu. complete |
| Recapture stop-outs | X | X | X | X | X | | | | Piloted with Admissions & Financial Aid |
| Course attendance | | | | | | | | | |
| Campaign alignment | X | X | X | X | X | X | | | Campaigns = prospect thru completer |
| Dropped non-pay outreach | | | | | | | | | Data compiled |
| Student in-take survey revision | X | X | X | X | X | | | | Survey incorporated, outreach occurring |

| Focus Projects | Officially Proposed | Initial Meeting(s) | Partially Planned | Fully Planned | Executed or Piloted | Continuous Improvement | Expanded Implementation | Fully Scaled | Notes |
|---|---|---|---|---|---|---|---|---|---|
| Identify at-risk factors | X | X | X | | | | | | Retroactive look at survey data with IR |
| Math remediation w/ K-12 | X | X | X | | | | | | Pilot occurred with GLHS, proposed expansion not fully planned, started grant |
| CRM implementation | X | X | X | | | | | | |
| Asset map development | X | X | X | X | | | | | Data collection currently underway |
| Student employee review | | | | | | | | | |

| Ongoing Initiatives/Programs Influencing Retention | Officially Proposed | Initial Meeting(s) | Partially Planned | Fully Planned | Executed or Piloted | Continuous Improvement | Expanded Implementation | Fully Scaled | Notes |
|---|---|---|---|---|---|---|---|---|---|
| FYE | X | X | X | X | X | X | X | | Continuing to scale/add programs |
| Mandatory orientation | X | X | X | X | X | X | X | X | |
| Mandatory career advising | X | X | X | X | X | X | X | | |
| Academic probation | X | X | X | X | | | | | |
| Gateways to Completion | X | X | X | X | | | | | |
| GLW, AMP, 8x8, Rapid Review | X | X | X | X | X | X | X | | |
| KVAAP | X | X | X | X | X | X | | | |