

ARR Task Force Minutes from November 27, 2017

ATTENDEES

G. Barrett, L. Baruffi, S. Brinckerhoff, E. Canto, P. Carmichael, L. Carmona, D. England, J. Faust, B. Giffin, I. Martin, A. Maslin, J. Mazgulski, T. McNulty, C. Witkowski

1. Subcommittee Updates

A. Research – D. England

Student Survey Update: 506 responses received. 72% of respondents are female. Same percentage of new vs continuing students. 61% stated they made their own decision to attend MxCC and that affordable was a primary factor. Some discussion about breaking down numbers of “older” student population. Do they get advising? Do they tend to take more on-line classes? In which programs are they enrolled? Based on answers, should advising be altered for that population? There was discussion about the non-respondents. Are they less engaged as students? Also, for respondents who do not seek advising, is there a way to check their records to determine how successful they are at planning their courses?

Faculty Survey: There are about 40 full-time faculty and about 25 staff that advise students. Survey deadline is Dec. 4. Reminders will be sent to Mx-Employees.

Guided Pathways – A. Maslin

Meeting tomorrow, 11.28.17, at 1:00 pm.

B. Advising – S. Brinckerhoff

Working on potential contracts for the proposed “master advisors.” This will be an EA position and as such will have a set stipend (approx. \$28.88/hr). Recommending 10 people be hired and participate in intensive training. They will report to the Director of Advising and will have measurable goals. Adjuncts may be better fit for positions, due to workload obligations of FT faculty. D. Viens is working on a schedule of dates/times/shifts to best meet the needs of the students. About 20 extra hours per 6 weeks. D. Viens also hopes to set aside 2 open training sessions per month.

C. Registration – I. Martin

Met on 11.21.17. Looking to implement as much as possible in January. Set up more appointments vs walk-ins. Establish the ability to setup an appointment on-line. Dan Viens may be working on this already with Yvonne Page. Coordinate better among: Placement testing, registration, advising, evening hours. B. Giffin will include I. Martin in her planning calendar. There was discussion about including more information in the acceptance letter. However, due to Banner limitations, specific info cannot be listed. Possible solutions: Links to the website with directions on accessing advisor information; emails from program coordinators to students; emails from P. Inferrera or L. Civitillo with advisor/program coordinator information.

Suggestions for improving advising/registration: Additional marketing; Advising “Days” ie TAP Tuesday; Advising fair; mandatory orientation (offer an OPT OUT option vs an OPT IN option) which segues into an advising session.

2. **Calendar Review/Status Update** – J. Mazgulski

Subcommittee final reports were initially due today. To meet our final deadline, we need to have course of action finalized prior to our next meeting on Dec. 11. See Item 4 for Actionable Next Steps.

Christine and Judy met before Thanksgiving for the first time as co-chairs. Both presented that the retention piece of the task- force will likely not be completed by February. Committee discussed priority of modifying the advising /registration processes and its impact on the group to address the retention component. All agreed retention should require its own timeframe after February. However, if advising and registration processes improve, retention should improve, as well. Retention will improve further if we identify and assist “at-risk” students more. Other impacts on retention: student’s study skills; tutoring; offering “college success” as part of the college curriculum; teaching/testing protocols.

3. **Review Design Thinking Process**

Subcommittees stated they have incorporated Design Thinking into their process.

4. **Actionable Next Steps**

A. D. England

- Review survey and extract data;
- Schedule subcommittee meeting and distribute results prior to Dec. 11 meeting
- Remind S. Minkler to send reminder to faculty/staff regarding faculty/staff survey
- Post the recent Student Survey report on the blackboard shell and send a copy to Corey for posting on the website.

B. S. Brinckerhoff

- Finalize the draft of the EA contract proposal
- Email finalized draft to subcommittee for review
- Email approved draft to full committee prior to Dec. 11 for review.

D. Viens

- Finalize Advising Training Sessions (dates, topics, hosts). Possibly hold in January and/or February.
- Set-up student advising information for Spring 18
- Have finalized drafts ready by 12/11 meeting.

C. I. Martin

- Prior to subcommittee meeting on Dec. 6, meet with K. Hogan regarding fees/payment/drop lists.
- Coordinate with D. Viens regarding advising appointments/on-line booking.

G. Barrett

- Coordinate with Placement testing dates/times; include I. Martin in meeting for spring/summer.
- Work with S. Brinckerhoff on how to publicize Program Coordinators/advisors to new students.

C. Witkowski

- Type notes from last 2 meeting. Send to Judy this week for posting.

J. Mazgulski

- Send notes from Christine to Terry for posting in BBd.

- Work with E. Canto to solicit dates for Program Coordinator advising; include winter dates and more orientations in January.

P. Carmichael

- Investigate to see if retention rates for TAP are higher.

ALL

- Review data provided by D. England prior to Dec. 11 meeting.
- Review finalized EA contract draft

5. OTHER

Next Meeting: Monday 12.11.17, 9:00-11:00.

Minutes submitted by: L. Baruffi 11/28/17