

## ADVISING, RECRUITMENT & RETENTION TASK FORCE

### Minutes to Meeting - October 30, 2017

9:00 – 10:30am - Pegasus Green

1. Rebecca welcomed Judy as new Co-Chair.
2. Judy and Rebecca distributed folder packets to all members, presented task force mindset needs and expectations, and known obstacles to conquer for the force to be successful.
3. Group agreed to a democratic decision making process to enact change. Per PresiDean Minkler: Small changes may be implemented immediately. Co-chairs will act as liaison with him.
4. Rebecca showed group Blackboard shell materials developed last year by her, Dan V. and Jaime F. Members agreed to move forward with the site as a repository for all TF related documents and communication. Rebecca will request Bb access for all member and will offer training sessions as needed.
  - Dan V. to maintain Blackboard shell content.
5. Rebecca gave overview of packet items, calendar and TF timeline.
6. Discussion re: Data.
  - What NEASC data exists?
  - Need to get info on when students were registered. Registration and advising dates may differ.
  - Dave E to talk to Kim, Adam regarding Drop List process/data etc.
7. Discussion of surveys: **Student survey** is reformatted with member suggestions and near ready for distribution. Members discussed how to effectively administer it for greatest result return. Sara will write an introductory letter to faculty to encourage wide participation. Incentives for completion was also discussed. No further action taken.
  - Adrienne mentioned Honors class would be doing “qualitative” research related to advising as well.**Faculty Survey** items were discussed. In the interest of time it was decided that all suggestions be forwarded to
  - Dave E to resort and combine. Further review to be done once revised draft is completed. Plan for survey administration and completion by end of November.
8. Rebecca explained reasoning behind consolidation of subcommittee working categories as previously identified by PD Minkler. Pairings are:
  - Data Driven with Guided Pathways**
  - Training & Support with Budget & Staffing**
  - Advising versus Registration**
  - Judy & Rebecca met prior to meeting to organize the previous meeting’s brainstorm items under categories.
  - The TF will address the Retention component later on in January. Judy has previously submitted a report to administration to be shared with the TF and included in the TF final report.

9. Sub-committee membership determined with volunteer leaders (in *Italic*):

**DD & GP:** *David, Paul, Adrienne, Gayle, Leonel*

**T & S & B & S:** *Sara, Angelo, Terry, Dan, Hilary, Barbara G*

**A v. R:** *Irene, Emily, Joanne, Joy, Christine W.*

**Subcommittee Instructions for next meeting:** Using Subcommittee worksheet in packet, outline Objectives. Identify problems, propose solutions, and determine priority items and resources needed.

Meeting ended: 10:30am

Minutes submitted by J. Mazgulski 11/6/17