Retention Action Project Meeting - 06/05/2013

Attendees

<table>
<thead>
<tr>
<th>Name</th>
<th>Troy Boquette</th>
<th>Emily Varney</th>
<th>Dan Thomas</th>
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<tr>
<td>Cheryl Bassett</td>
<td>Mara Fulmer</td>
<td>Pat Ward</td>
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<td>Avon Burns</td>
<td>Bernie Cunningham</td>
<td>Mike Cieslinski</td>
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<td>Kirk Yaros</td>
<td>Dolores Sharpe</td>
<td>Janis Block</td>
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<td>Gail VanEtten</td>
<td>Lynn Wandrey</td>
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AGENDA

- Finish Charter Draft
- Discuss Data Indicators - ATD Meeting
- Review Summer Meeting / Homework

Notes from Meeting

Review of the Charter - completed. Feedback was given and discussion made on the Opportunity, Problem Statement, Goal Statement and Scope areas. Kirk will send out an email to the group with the final revision of the charter for final approval. The final draft will be submitted to Dolores Sharpe to obtain final approval from the Executive Committee.

Work for us will continue as planned unless we hear otherwise regarding our charter.

Information was passed along about suggestions from the ATD coaches with regard to the use of data points (Key Indicators) to help identify students as risk of leaving to be proactive about retention. This will also help us identify areas of improvement in Mott Community College processes.

A discussion was started with brain-storming ideas for what key indicators we could start with. The list from the discussion is below:

Key indicators:
- SIEF - Student Instructor Evaluation Form.

- Personal Issues

- Low mid term grades

- Late registration

- Repeated Add / Drops

- Financial Aid
  - Certain credit threshold
  - SAP
  - Lifetime eligibility

Currently:
- Real run in May
- Pre-run in January

- Repeating a course

- Attendance & Attendance Reporting
  - Developmental Ed (multiple developmental recommendations)

**Action Items:**

- Next meeting to be setup for 06/17 - 3:00 PM
- Mike to get a copy of the applications form to determine which questions are asked
- Kirk to send out finalized charter to the group for final approval
- Group to continue to think about key indicators to discuss and what measures would be centered around these.