Retention Action Project Meeting - 09/17/2013

Attendees

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<tr>
<th>Name</th>
<th>Troy Boquette</th>
<th>X</th>
<th>Emily Varney</th>
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<td>Cheryl Bassett</td>
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<td>Avon Burns</td>
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<td>Kirk Yaros</td>
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<td>Gail VanEtten</td>
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AGENDA

- Review where team left off
  - Finalized Charter
  - Key Indicators
- Review current retention strategies (Troy B)
- Determine break-out work groups

NOTES

Due to the low turn-out we decided to simply discuss the “break out groups” and what work can be performed by them. Troy’s presentation on current student service retention initiatives will be postponed until the next meeting.

Please review this document:
https://docs.google.com/a/mcc.edu/spreadsheet/ccc?key=0AlzuHQAQq28sdDBzaTJOMzhxbU1RYTd1V1VzSXN6REE&usp=sharing

The various key indicators that we’ve discussed in previous meetings have been split up into different “groups”. These work groups should meet at their convenience and begin addressing the following questions for the key indicators associated with their group:

- What data could / should be collected for this indicator?
- Do we collect this now? If not, how could we obtain it?

- What would be something that could be done once we are able to identify students because of this indicator (Recommendations)

As an example: For the key indicator “attendance”: What does this mean? How many absences should a student have to put up a red flag? Does this need to be for a percentage of the number of classes they are currently taking or be tracked over multiple semesters? There is quite a bit of discussion that could take place at each indicator level that is not conducive as an entire group.

Do not be concerned with technical issues with obtaining the data, if it is something that we feel is an important metric, let’s discuss it and determine what could be done with it.

It is likely that various key indicators may branch into others that are in your group or even outside your groups scope. This is ok. A healthy dialog across multiple indicators is encouraged but keep in mind that we’d like to fully inspect each area first before branching out.

The use of our Retention Alert tool is something that should be noted, and it is likely that the various definitions that are determined for each of the indicators could lead to a retention alert, but your focus should not stop with this as a solution.

Please place your name in the group of your choosing by 09/23. Any members who have not selected a group will be placed in an open group.

The group should choose the “leader” and the leader would be responsible with coordinating the group meetings and reporting back to the whole retention team.

We will continue to have meetings on the 1st and 3rd Tuesday at 3:00 PM unless a better time is determined.