AQIP WAIT LIST/RETENTION ALERT PROJECT TEAM
February 24, 2011
2:30 pm

Attendees: Troy Boquette, Mike Cieslinski, Paul Crane, Rick DeGroot, Kim Doane, Lisa Gronauer, Mark Leach, Steve Robinson, Pat Ward

Absent: Cheryl Bassett, Chris Engle, Alana Ferguson, Philip Greenfield, Melissa Rueterbusch, Michele Traver, Gail VanEtten, Emily Varney, Nicole Woods

Training/Communication
- Items were suggested to be added to the pamphlet:
  - Wait List Closing dates
  - Update of Final Pilot Courses
  - Info concerning Conflicts (Possible to wait list into conflicting courses, but will not Automove into conflicting courses)

- Training Schedule:
  - February 21-25 – Sessions for registration, call center and extension site
  - March 2 – Counseling staff (+/- 70)
  - March 4 and 18 – Advisors
  - Other?

Testing/Implementation/Assignments
Waitlist Sub-team
- Process/System Checklist – Mark has forwarded to Chris. Sub-team to look at and report back at next meeting.
- Decision on Wait List Close – Lisa will check with Chris: verify decision made on Wait list close date/dates (for inclusion on training pamphlet).
- Verify/test – can students drop from wait list using WebAdvisor? If not, who has permissions for dropping students from wait list (for inclusion on training pamphlet?)

Reporting/Custom Needs Analysis
Mark discussed the statistical information available and is looking for input on what additional information may be valuable to Deans and Program Coordinators.

Retention Alert
From Datatel Documentation
“The Student Retention Alert module allows your institution to identify students who are at risk and begin intervention with students as soon as a problem is identified. It allows you to track all contacts and intervention efforts, and share information appropriately with the student and other people who can help you with the student’s case. When the student is no longer at risk, you can close the case. You can additionally run various reports about the cases that were opened and closed.”

The group asked questions and discussed the next project phase.
- What does “at risk” mean?
  - Could be defined using multiple factors: grades; attendance; not having an identified program
- Who would get the information/how would it be used?
• What is currently being done (if anything)?
  o Absence reporting; Counseling referrals (one-on-one basis); Letters generated to students who have a certain number of credits w/o an identified program (currently only sent to students in Perkins programs)

Additionally, the group discussed the need to define “retention” and “failure.” A student who plans to complete the 2 courses needed to take a licensing exam, and passes those courses has been retained and has been successful meeting their educational goals. We don’t necessarily track and identify this student as having been successful.

There will be many decisions that need to be made outside this group to go forward with this part of the project.

Notes prepared by,

Sherry Rosenberger