Attendees: Cheryl Bassett, Mike Cieslinski, Paul Crane, Rick DeGroot, Kim Doane, Alana Ferguson, Lisa Gonzales-Gronauer, Philip Greenfield, Mark Leach, Michele Traver, Pat Ward, Nicole Woods

Absent: Troy Boquette, Chris Engle, Steve Robinson, Melissa Rueterbusch, Emily Varney, Gail VanEtten

Wait List

- Training/Communication/Implementation & Assignments
  - Staff email has not been sent (assignment follow-up: Troy)
  - Mike – possibility of “un-burying” pamphlet on web so students can find it.
  - Currently only a few students are waitlisted. By the next meeting more classes will likely fill and more students will be waitlisted.
  - Autodrop test worked as expected.
  - Chris and Lisa will monitor and advise concerning adding more courses and develop a plan to determine which courses to add and how/when to add courses.

- Performance Statistics
  - Mark, Mike and Kim are working on reporting that will aid in section demand planning.
  - Krishna is writing a spec report and may have a prototype available for review by the April 21 meeting.
  - It is not currently possible to monitor the number of WebAdvisor Manage My Waitlist hits. Mark is investigating use of Google Analytics for this functionality.

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.”

- Review of Current Processes – Available to identify At-risk students
  - SAP (Maintaining Satisfactory Academic Progress)
    - Just recently, letters went out to students warning them they were in danger of violating SAP. This is a new, proactive step.
  - Academic Probation/Dismissal – it was not clear to the group exactly when probation goes into effect and how long students have to bring up grades before they are dismissed.
  - Letters to Students with 50+ (or 62?) credits: this letter is in planning stages.

Discussion:

- Problems:
  - “Transient” students – information changes quickly and makes it difficult to reach students to discuss academic/other issues.
  - We don’t have good data on why students leave, whether goals were met or they quit.
• There is currently no follow-up with students who drop a program but may have enough credits and/or aptitude to successfully complete a different program or obtain a “general” degree.

• **Tracking (What is “at risk”?)**
  - Multiple Ws
  - Poor Attendance
  - Repeated courses
  - Numerous program changes (?)

• **Opportunities (and discussion of what other institutions are doing)**
  - Student cohorts
  - Surveying students who withdraw from a course
  - Surveying students who do not re-enroll
  - Develop coaching of students to pursue degrees (particularly students with a high number of credits)

• **Goals (what do we want retention alert to do/what will it track)**
  - Learn why students drop? Develop strategies to keep students engaged
  - Increase graduates?
  - Better assess student goals so we can help them achieve those goals
  - Better understand why students are attending Mott

**Additional Discussion**

• Can information obtained on the application be used to help measure student goals?
  Students who are “non-degree seeking” and mark that they are taking classes for personal enrichment should not be counted as “failures.” It was not thought that this information is entered into Datatel in an easily assessable/trackable format.

• Class rosters – “old” rosters (from LotusNotes application) provided much more detailed information to instructors, including students’ placement scores. This information was helpful to instructors in addressing their students’ needs.

• Fairy Scott-Hayes sabbatical project. At the last faculty meeting she stated she would be happy to share her research findings. This report might be valuable to group members.

• Please review presentations on SharePoint related to retention alert provided by other colleges. Paul and Mark will review Datatel on-demand web demos prior to group review.

Notes prepared by,

Sherry Rosenberger