Attendees: Cheryl Bassett, Troy Boquette, Bernie Cunningham, Mike Cieslinski, Paul Crane, Kim Doane, Chris Engle, Steve Robinson, Michele Traver, Gail VanEtten, Pat Ward

Guests: Phaedra Bartlett, Trisha Nelson, Dan Thomas

Absent: Janice Block, Avon Burns, Fred DeGroot, Alana Ferguson, Philip Greenfield, Lisa Gonzalez-Gronauer, Bill Reich, Julie Steffey, Emily Varney, Nichole Woods

Wait List Project Status Update:

It is likely that there will be movement on Wait lists with the Winter semester payment deadline on December 12.

<table>
<thead>
<tr>
<th>Term</th>
<th>Courses Available</th>
<th>Headcount</th>
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<tbody>
<tr>
<td>Spring 2011/4</td>
<td>8</td>
<td>41</td>
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<tr>
<td>Summer 2012/1</td>
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<td>33</td>
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<tr>
<td>Fall 2012/2</td>
<td>32</td>
<td>341</td>
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<tr>
<td>Winter 2012/3</td>
<td>36</td>
<td>205</td>
</tr>
</tbody>
</table>

Winter 2012 – 45 students have been moved to “enrolled” status, 7 have dropped, and 153 remain on Waitlist.

- The new pilot will include 32/36 classes; it won’t start with 8 classes, as the first pilot did. Chris Engle explained that we are comfortable with the process and don’t feel it is necessary to start again with only 8 classes.
- The Wait List sub-team will resume meeting in early January.
- At completion of the 2nd pilot the data compared in making a recommendation will include the numbers of tuition appeals and conflicts.

Retention Alert Project Status Update:

- There are still Datatel programming issues that remain outstanding.
- The Counseling RA team gave a presentation showing the screens in Web Advisor which faculty and staff will use (after roll-out) to enter a referral. They showed how the information will be used by the case managers. After the presentation they answered questions and received comments:
  - During Winter 2012 semester, only counselors and developmental faculty will have access to submit referrals. Later, referrals submission will be available for all faculty and staff to use.
  - Only the current RA case managers will be able to access information that is submitted. The case managers have significant training and experience in dealing with personal issues, as well as academic issues. Their training includes what information can be recorded electronically and what needs to be stored using extra security measures.
A “less is more” approach is generally better when reporting personal issues. It may be appropriate to enter “please call me” instead of sensitive details, when submitting a referral.

Bernie Cunningham recommended that the presentation be shared with all faculty so they can better understand the process and system. He thinks faculty will use the RA system more if they understand how it works. Faculty should know that once a referral is submitted, the faculty member will not necessarily get any follow-up information, but can be assured the problem will be addressed.

Pat Ward asked whether data would be collected and analyzed concerning the number of students who are referred for services and receive help, as opposed to students who are offered help and do not take advantage of the services offered.

Meeting Frequency and Attendance:

The group discussed the committee work to be done in the next weeks and months. There will be no specific data to review from either the WL Sub-Team or the RA Users Group; therefore, the committee members who are part of the committee representing Wait Listing will not need to attend meetings until the pilot is concluded and/or there is information to be shared concerning the pilot status and recommendation(s) to be considered.

Additionally, until more training and testing has been accomplished on the Retention Alert process, the group will not need to meet again. Further, it was determined that meetings may be effectively conducted on a less frequent basis.

The next meeting will be held on Tuesday, February 23 and will continue on the 3rd week of each month through the remainder of the Winter term.

Notes prepared by,

Sherry Rosenberger