

## Retention Committee Minutes

June 24, 2015; 12:30 pm; Marino's Restaurant, Victoria, VA

Present -- Debra Andrews, Shannon Feinman, Sarah Horne, Jamie Jones, Becky Laban, Martha Reed, John Sykes, Melissa Wood, Travis Wright

- The Retention Committee will be writing a set of specific goals to present to Dr. Carter.
  - The committee wants to emphasize that *everyone* employed at SVCC is responsible for retention.
  - Questions to consider: What is our mission? What was included in the draft written by Dr. Stanley Johnson several years ago? How has our focus changed since this group was a task force? Do we want to set any sort of measurable outcomes as goals? Do we want to include professional development in these goals?
  - Suggestion (Shannon) – Review minutes of past meetings and see what initiatives were implemented and which ones were not.
  - Suggestion (Dr. Sykes) – Restate the goals of the initial plan.
  - There are already goals set by VCCS for retention, so this would be a good place to start.
  - The VCCS definition of “retention” hurts us because there are programs at SVCC that last for only one year.
  - Suggestion (Dr. Sykes) – Use the state measures but create some of your own too.
- Sarah suggested the need for a uniform policy about students who become inactive in online courses (ex: they meet the attendance requirement at the beginning of the course, but then drop off and stop participating).
- Martha asked if it's possible to require mentoring for some students.
- Melissa stated that Student Services (Daniel Campus) is still having difficulties with the Fall 2015 schedule and mentioned that we need to track and offer certain classes that we know students (particularly transfer students) need.
  - We need to make sure there are no conflicts in those classes (ex: Calculus being offered at the same time as Biology)
  - Is the schedule being created for the students or the faculty?
- Shannon – In three years, the college has lost 20% of its enrollment
- Jamie – Recruitment versus Retention – there's a fine line between the two; the campuses shouldn't be competing with each other
- Debra – Concerned that we are canceling classes too early; questioned whether we could wait a little longer before canceling courses.
  - Idea – In the past, Student Services remained open until 9 pm and there was a much more “hands-on” approach to canceling courses (no phone call to students;

the courses met the first time, and a student service representative went into the class and actually re-scheduled students from there)

- The whole process of canceling classes needs to be tighter.
- Recommendation – the course cancellation process needs to be reviewed by Dr. Carter
- Shannon – What kind of tool could we use to ensure there are no conflicts in the schedule?
  - Could there be a shared document on the Google drive? It could be used for counselors and others to make notations of schedule conflicts, courses being requested frequently, etc. so that those notes could be taken into consideration in modifying the current schedule and/or planning for future schedules.
  - Recommendation – Ask Bern and Dorothea for ideas on how to make a better schedule.
- Melissa – The disability and SAILS statements need to be sent to faculty before the fall semester so it will be included in all syllabi; each statement will also be included in each Blackboard shell.
- Travis – 250 flags have been raised through SAILS so far in Summer 2015.
- Concerns/ideas about mentoring:
  - Suggestions for finding students who could benefit from mentoring:
    - ENF students
    - Enrolled students who are currently on academic probation
    - Students recommended by Student Services
  - Do we want to require mentoring? If so, what can the consequences for failing to participate be?
  - Mentors need to be trained; they may not know what is expected.
  - Ideas for mentor training: Al Roberts, Cordell Farley, a mentee who has had a good experience
  - Book *The Murky Middle* – sometimes we dip too low in offering help to students; sometimes average students could benefit
- Debra – Could student ambassadors go into the high schools and talk to potential students? Could some of our faculty go into the high schools and discuss their programs (ex: Doug Whaley for ADJ, etc)
- This is Dr. Sykes' last meeting with us; the committee thanked him for all he has done for SVCC throughout the years. He handed his Retention Committee materials over to Shannon.
- 2:30 – meeting adjourned