

April 15, 2015

**Meeting Minutes:** Retention and Student Success Committee

**Minutes Submitted by**: Casey Martin and Grace Osborne

This meeting of the Retention and Student Success Committee was held at 2:00 p.m. on Wednesday, April 15th, 2015, in the red conference room of the Conference Center, Room 261.

**Members Present:** Casey Martin, Grace Osborne, Dr. John Spencer, Dean Inman, Vanessa Williams, Veronda Tatum, Joseph Agbeko, Tammi McKinnon, and Dr. Jim Bullock   
**Guests Attending:** None

1. **Call to Order:**

Meeting was called to order by Casey Martin at 2:05 p.m. There was a forum of members present.

1. **Review and Approval of Minutes:**Casey Martin and Grace Osborne requested that the committee forgo formal reading of the minutes from the February 18, 2015, meeting since the minutes were sent via email prior to the meeting to allow all members to read the minutes in their entirety. Dr. Bullock made a motion to correct a spelling error in the word “recruiting” as well as taking out all periods at the end of the purpose/functions list. Dean Inman seconded. Motion was passed to approve minutes with corrections.
2. **Old Business:**

**Review and confirmation of the committee’s new title, functions, and membership**:

* The member’s list including the member’s titles and department names were discussed.
* Dean Inman suggested changing the word ‘Department’ to ‘Division’ which would, in turn, read: Liberal Arts Division representative, Health & Natural Sciences Division representative, Career & Technical Education Division representative, and Business & Technology representative. Dean also made a motion to accept the proposal of the updated members list. Dr. Spencer seconded. Casey Martin said she would verify with Jim Roomsburg, the Dean of the Business Division as to the correct title of his Division. In addition, she would ask for him to recommend someone to represent his Division as a member of this committee.

1. **New Business:**
2. **Retention Plan**:

* The retention plan was reviewed by the committee. Dean Inman stated that he wrote the original retention plan based upon the compiling research of best practices for student retention on college campuses. Dr. Bullock pointed out that the plan cannot be brought forward to pass without our committee reviewing it and adding an action plan. Casey Martin stated that each committee member should review the items on the retention plan and choose a relavant topic to add input.
* Dr. Spencer made a motion to accept the retention plan as a structure to review, add data, and revise for changes to be made. Veronda Tatum seconded. Motion passed.
* Committee members should review items on current retention plan then add relevant data to subjects as well as make any needed revisions.
* Dr. Bullock offered to revise the retention plan’s current structure so members would more easily be able to make additions and deletions, review what already has been done, and comment on what still needs to be done.
* Dr. Robledo had sent her comments and suggestions for changes to the retention plan via an email to Casey Martin.

1. **Documentation for Students on Probation**:

* Dr. Spencer brought up for discussion the consideration to review the paper work students on probation must complete when returning to classes. The new document seemed to be useful for reflection purposes.
* The committee decided it would be a good idea to use the reflection document, but for the students to complete the document during an appointment with an advisor or counselor. It was discussed that the reflection document could be completed by the student at a later time; however, the likelihood that the document would return was low.

1. **Announcements:**

The next committee meeting will be on Wednesday, May 20th at 4:00 p.m. in room 261 of the Conference Center.

1. **Review of Action Items:**

* Committee members should review items on the current retention plan then add any relevant data to subjects/topics as well as make any needed revisions.
* Dr. Bullock volunteered to restructure the retention plan so members would more easily be able to insert comments and future action items.
* Casey Martin was to contact Jim Roomsburg as to the correct title of his division as well as a suggestion of someone for this committee from his division.

1. **Adjournment:**

The committee adjourned at 2:45 p.m. The next meeting is scheduled for May 20th at 4:00 p.m. in the Student Services break room (261).