

Persistence and Completion Academy Minutes
January 13, 2020
1:30-3:00 p.m., SUB324
Meeting Agenda

Attendance: Kimberly Blea, Maria Sena, Ian Williamson, Peter Buchanan, Lee Allard, Leon Bustos, Gloria Gadsden, Benito Pacheco, and Lauren Fath

- I. Communication plan with staff
 - During the last meeting, the committee discussed the communication plan regarding the faculty. Push out happened at faculty development week.
 - Engagement at department level has been happening with the Student Success Center. Center has met with all departments except Biology and ESS.
 - Some departments have allowed the collaboration with the Student Success Coaches being included in their staff meetings.
 - Benito is trying to find a way to track and evaluate the project. Committee would like to track the interaction from Student Success Coaches to Department and Departments to Student Success Coach.
 - The Student Success Center will be hosting an open house to build relationship with departments.
 - Benito indicated that the first meeting with a coach, a student will review the amount owed and determine how they are going to pay for it. Benito felt it was important for students to know up front about their balances.
 - Benito indicated that during disenrollment, 49 FTF were disenrolled; 42 lived in the residence halls.
 - Kimberly shared some data for the residence halls. She indicated that 71 students cancelled their room for this semester. Of the 71 students, 14 withdrew from the university, 5 graduated, 20 transferred elsewhere, and 8 are not returning for financial reasons. Kimberly stated that they have received 23 new applications.
 - The committee discussed creating a Student Success Committee. Target date for the first meeting would be census date. Offices included in this committee would be:
 - SSC
 - HUE
 - ARMAS
 - Career Services
 - Writing Center
 - Language Learning Center
 - Athletics
 - Housing
 - Outdoor Recreation (Campus Recreation)
 - Registrar
 - Student Relations

- After a lengthy discussion, the committee agreed that instead of establishing another committee, two individual offices from the list above, would be invited to the P&CA meeting to discuss the Student Success Coaching Model.
- II. SSS Grant update
- A meeting occurred on Friday to discuss the SSS Grant. During the meeting, it was debated where the money might go if the university receives the grant. Student support services, increasing SIL, travel, project director, and project coordinator were a few ideas that were proposed.
 - This new project proposal fills in gaps for services and focuses on what the university is doing well. It will expand and increase services. SILs would be provided to non-stem courses. It would expand Highlands Enrichment Program to a second year, provide financial literacy and readiness to students, provide the ability to do co-curricular transcripts, and provide some professional development training.
 - 77% of our population currently meets the criteria of Trio. If this grant is awarded, it would be \$260,000 per year and the length of the grant is five years.
- III. Brochure update
- Brochure is at University Relations. Waiting for brochure to be completed.
- IV. Other
- Kimberly will have a conversation with Terri Law, Interim VPSEM to discuss reviving the Retention Advisory Council.
 - Committee discussed barriers the coaches have integrating themselves with staff and faculty. Some coaches are making good progress with their departments. The P&CA Committee needs to determine how they can integrate coaching with faculty advising. This would help students know what is their path forward.
 - Committee agreed that developing a document of 10 things students majoring in “X” need to know, would be beneficial. The coaches will bring up the development of this document during their next department meeting(s) with the faculty.
- V. Next Meeting Discussion
1. Brochure
 2. Enrollment/Retention Number
 3. Student Surveying
 4. Focus Groups

Persistence and Completion Academy Minutes
January 27, 2020
1:30-3:00 p.m., SUB324

Present: Terri Law, Lauren Fath, Lee Allard, Benito Pacheco, Leon Bustos, Gloria Gadsden, and Maria Sena

Committee welcomed Dr. Terri Law to the committee. Dr. Law is the new Interim VP of Strategic Enrollment. Benito provided Dr. Law an overview of the committee.

- I. Brochure Update
 - Brochure was submitted to University Relations. Benito indicated that by February 3rd his office would receive the brochure back from University Relations. Brochure will be shared at the next P&CA meeting.
- II. Student Surveying
 - Leon provided an updated on student surveying initiative. Leon is currently developing an action plan for the specific undergraduate student populations on campus.
 - A simple survey will be developed to obtain quantitative and qualitative data. Survey will be reviewed and approved by the committee. Approval will be needed by April.
 - Leon indicated that he is working on training the peer mentors in his department. Mentors will be leading the student focus groups.
 - Committee member indicated that the peer mentors can request from instructors, 15/20 minutes during class time to conduct this survey.
 - Incentives can be offered for student participation. Examples of incentives included amazon gift cards, bookstore scholarships, etc.
 - Of the 800+ undergraduate students that have visited the Student Success Center, around 150-200 students are needed to make the survey successful. Each focus group should only be around 20-30 students.
 - During the next P&CA meeting, group will review survey questions.
- III. Enrollment/Retention Numbers
 - FTF fall to spring retention will be 77.5%. Before disenrollment, the university retention rate was at 82.5%.
 - Terri met with Max to get a plan in place for fall 2020 disenrollment. Disenrollment options could include disenrollment, disenrollment when students are already on campus, or no disenrollment at all. Twenty-five percent of students that got disenrolled did not return.
 - Lee stated that when his office runs the census date report(s), he will do 5-year comparison.
 - Lee indicated that the 4-year graduation rate will be low, however the 6-year graduate rate is rising.
 - The Native American students are up 15%.

- Terri also indicated that the recruitment office is developing a graduate recruitment plan. Budget for recruitment will be included to cover some initiatives. Plan will include recruiting internally for graduate students and proposing graduate days at main campus and centers.

IV. P&C Academy Spring 2020 Update Cycle

- Question 1 is for Kim to review.
- Question 2 should include the Success Coaching Model rollout, the visit to HLC in Chicago, and the student visits to the Student Success Center and coaches. Committee agreed that response needs to indicate that we are already doing FYE, early alert, etc.
- Question 4 should include roadblocks to students. Roadblocks like course scheduling. Committee needs to spread awareness of all the hurdles students face.

V. Other

- Meeting in two weeks
 - Brochure review
 - Survey questions review.
 - P&C Academy Spring 2020 Update Cycle