**Committee on Retention Efforts (CORE)**

**Meeting Minutes**

**February 20, 2014**

1. **Call to Order**

The Committee on Retention Efforts (CORE) was called to order on February 20, 2014 at 10:00 a.m. by co-chairperson Kimberlie Moock, in the Student Success Center Classroom 1117, at Ninth Street Hall.

**Members present:** Kimberlie Moock, co-chair, Karla Sanders, co-chair, Cindy Boyer, Thomas Canam**,** Kesha Coker, Mona Davenport, Jerry Donna, Teri Farr, Amber Osborne, Jody Stone, and Jean Wolski

**Members absent:** Lyndsay Jenkins andJennifer Stringfellow

**Guest:** Erica Ferrurino

1. **Approval of January 16, 2014 Minutes**

Cindy Boyer made a motion to approve the January 16, 2014 minutes as written and Jody Stone seconded the motion to approve. The January 16,2014 minutes were approved with Thomas Canam and Mona Davenport abstaining.

1. **Establishment of a standing day and time for CORE meetings**

Karla Sanders announced that the standard day and time for CORE meetings will be held on Wednesdays from 1:00 to 2:15 p.m. They will either meet on the first and third Wednesday of each month or the second and fourth Wednesday which will be announced at a later date.

1. **Strategic Enrollment Planning Update**

Kimberlie Moock encouraged the committee to read the plan by logging into the Strategic Enrollment Planning Documents website. There was a 2% increase in incoming Freshmen and Transfers; 3% increase in Freshman-to-Sophomore retention.

Moock and Sanders asked the committee to mark their calendars for the Strategic Planning Tool Box Forum on March 19th from 10:00 a.m. to noon in the Arcola/Tuscola room of the MLK Union. Kimberlie Moock, Karla Sanders, Jerry Donna and the EWORX committee will be presenting at the forum.

1. **Early Alert Update**

Sanders disseminated the *FA12 to FA13 Comparison Report.* The report showed that the reporting of alerts are down by 201 alerts and down 109 students who received alerts but the number of faculty submitting alerts had risen. Wendy Long is working with Vicki Phillips on making changes to the alert reporting system that the faculty requested. Discussion followed with the committee encouraging instructors to put in writing in their course syllabi how they will use the early alert system so that students will get the help they need because EIU cares. Amber Osborne, EIU4, will draft the syllabus announcement for the instructors to use in their syllabi. The committee also discussed how the Early Alert system does not have any data regarding that the student talked to a faculty member.

1. **Predictor Update**

Kimberlie Moock disseminated the report *Entering Freshman 2013Cohort: Fall to Spring Retention Data.* The data was categorized by retention rate by type and action type. Discussion followed. Moock asked the committee to also look at the data by quartiles.

1. **Newsletter Idea Generation**

Karla Sanders asked the committee to email their newsletter stories to her by March 10th.

Topics for the next newsletter are:

* Spotlight on EIU4 (and EIU2) by Amber Osborne
* Story on minority student retention and graduation and initiatives for these populations by Mona Davenport
* Story on resources for SAP by Teri Farr
* Retention Best Practices in the Classroom—CORE faculty members
* Retention Predictor Follow-up by Kimberlie Moock and Karla Sanders
1. **Adjourn**

The meeting adjourned at 11:10 a.m.

1. **Next Meeting**

The next CORE meeting will be held on Thursday, March 6 from 10:00 a.m. to 11:15 a.m. in classroom 1117 at Ninth Street Hall in the Student Success Center.

*~Minutes submitted by Ms. Kimberly Sweeney, Recording Secretary*