**COMMITTEE ON RETENTION EFFORTS**

**Meeting Minutes**

**September 15, 2010**

1. **Call to Order**

The Committee on Retention Efforts (CORE) was called to order on September 15, 2010 at 2:00 p.m. by co-chairperson Karla Sanders, in the Student Success Center Conference Room 1114 at Ninth Street Hall.

**Members present:** Karla Sanders, Co-Chair, Kimberlie Moock,Co-Chair,Chad Cross, Mona Davenport, Kathleen O’Rourke, Christie Roszkowski, Jody Stone, Jean Wolski, and Jie Zou

**Members absent:** None

1. **Approval of the April 2 and October 14, 2010 Minutes**

Roszkowski made a motion to approve both minutes as written and Davenport seconded the motion. The motion was approved unanimously.

1. **Date for Spring Forum**

The Spring Forum will be held on Tuesday, March 8, 2011 at 2:00 p.m. The location will be announced at a later time.

Sanders reported that she and Moock are working on the NSSE Enrollment data with Mary Herrington-Perry and would like to present it at the spring forum. Discussion followed on freshman enrollment numbers from Fall 2008 through Fall 2010.

Spring Forum Suggestions:

* NSSE Data
* Integrative Learning
* Update of Retention Data
* Best Practices
1. **Project Updates**
2. **Continuing Student Project**
3. Non-Registered but Eligible Numbers

Sanders reported there is now a complete report they are able to run of people who have not registered. This report was sent to the departments showing which majors have not registered by a certain date. This report is sent twice: the week after sophomores register and the week after seniors register. They did this for Spring 2010 and will do it again for Fall 2010.

1. Fall to Spring Survey Project Report (Continuing Student Data)

This survey only had five questions. Students who had not registered by finals week were sent the email. Data will be shared at the next meeting.

1. Review Strategy

 The following issues were discussed:

* Where do students go to get readmitted?
	+ How to make the process easier
	+ How to make the website more user friendly
* Look at new students, readmit, and judicially dismissed students
1. **Financially At-Risk Student Project**
2. Financial Hold Numbers

Linda Coffey from the Bursar’s Office is working on a report for Moock on how many holds there are because of students owing money. A large percentage of students reported on the survey that they have holds because of owing money.

1. Meeting with Financial Aid, Cashier’s and HERC

Will be setting up a meeting to discuss issues and proactive scenarios.

1. Review Strategy and Possible Reports

As data become available review the outcomes and strategies.

1. **Academically At-Risk Student Project**

There was discussion on the number of students in poor academic standing who were not returning and that the retention of Academically At-Risk Students is at 60%. These students get an email with links to different websites for help and tutoring, and are required to take course EIU 2919 when they are on their first time warning. Discussion followed about communication to poor academic standing students, the process analysis, and the reports that are obtained on these students. It was also discussed how budget cuts in tutoring will affect retention rates.

1. **Data Files**

It was reported that the Flat file is nearly ready to run. Josh Norman has created cohort dashboards in Argos on retention of new freshmen and transfers. Copies were disseminated and discussion ensued.

1. **Project Group Assignments & Objectives**
2. Committees
3. Continuing Student Project (CSP)

This committee will comprise of the following people: Chad Cross, Christie Roszkowski, and Karla Sanders.

1. Financially At-Risk Student Project

This committee will consist of the following people: Kathleen O’Rourke and Kimberlie Moock.

1. Academically At-Risk Student Project

This committee will consist of the following people: Mona Davenport, Jody Stone, Jie Zou, and Karla Sanders.

1. Data File

This committee consists of Jean Wolski and Kimberlie Moock.

1. **Future Meetings**
2. Project group committees are asked to meet before the next CORE meeting.
3. The next CORE meeting will be held on Wednesday, November 17, 2010, from

2:00 to 4:00 p.m., in the Student Success Center, Conference Room 1114, at Ninth Street Hall.

1. **Adjournment**

The meeting adjourned at 3:50 p.m. -Minutes submitted by: Kimberly Sweeney, Recording Secretary