**Committee on Retention Efforts (CORE)**

**Meeting Minutes**

**September 19, 2012**

1. **Call to Order**

The Committee on Retention Efforts (CORE) was called to order on September 19, 2012 at 1:00 p.m. by co-chairperson Karla Sanders, in the Student Success Center Classroom 1117, at Ninth Street Hall.

**Members present:** Karla Sanders, co-chair, Kimberlie Moock, co-chair, Cindy Boyer, Mona Davenport, Jerry Donna, William Lovekamp, Patricia Poulter, Christie Roszkowski, Jody Stone, Jennifer Stringfellow, and Jean Wolski

**Members absent:** Mary Herrington-Perry and Tim Taylor

Guest: Graduate Assistant Jamell Barber

1. **CORE Minutes from September 5, 2012**

Poulter made a motion to approve the September 5, 2012 minutes, and Stone seconded the motion. The September 5, 2012 minutes were approved as written.

1. **Institutional Strategic Enrollment Planning**

Donna, Moock, Poulter, and Taylor attended the second meeting and reported there are 19 people on the Planning Council. They are looking at the 5-year planning process for enrollment. OPIS and each group identified strengths, weaknesses, opportunities, and threats for their subcommittee by working on a story about the major forum in classes.

1. **Newsletter**

Poulter, Wolski, and Lovekamp volunteered to help with the newsletter. Sanders will craft stories on the high-risk courses report and the Early Alert. Barber was asked to provide comments from the latter. Sanders and Moock will write the CORE corner. Sanders requested the articles by October 1.

For the spring newsletter Boyer and Sanders volunteered to do a story on the New Coalition on Support Services.

1. **Retention Plan**

Sanders disseminated the Retention Plan draft and asked the committee to send her suggestions on it by email so the draft can be shared with Enrollment Worx. She would like suggestions emailed to her by September 26.

**Early Alert**

There have been 345 alerts so far this year only 6 more than last year at the same time. Of the alerts for FA12, 67% are for continuing students and 29% were for new freshmen and transfers.

Barber reported the Early Alert program is going well. The students rarely respond to the email sent out to them. Out of 345 emails they got maybe 6 students to respond. The system would most likely have better luck if someone phoned the students and talked to them directly instead of sending them an email. When a student was called and told they were there to help them and had a conversation with the student, the student turned completely around and was glad for the phone call, but not all phone numbers are up-to-date in BANNER.

1. **Next Meeting**

The Committee on Retention Efforts will meet October 3 in classroom 1117, in the Student Success Center at Ninth Street Hall from 1:00 to 2:15 p.m.

1. **Adjourn**

The meeting adjourned at 2:10 p.m.

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