**Committee on Retention Efforts (CORE)**

**Meeting Minutes**

**November 9, 2016**

1. **Call to Order**

The Committee on Retention Efforts (CORE) was called to order on November 9, 2016 at

2:00 p.m. by co-chair Kimberlie Moock in the Student Success Center Classroom 1115, at Ninth Street Hall.

**Members present:** Kimberlie Moock and Karla Sanders, co-chair, Kelsey Cripe, Mona Davenport, Shelly James, Gopal Periyannan, Jennifer Stringfellow, and Jean Wolski

**Members absent:** Cindy Boyer, Stephen King, Jeanne Lord, and Jody Stone

1. **Approval of CORE Minutes**

Mona Davenport made a motion to approve the October 26, 2016 minutes and Shelley James seconded the motion. The motion carried with Gopal Periyannan and Jennifer Stringfellow abstaining.

1. **NSSE Participation Campaign**

Karla Sanders reported the National Survey of Student Engagement (NSSE) paperwork has been turned in. CORE will need to campaign to get students to take the NSSE. To help get students to participate NSSE will send out an email to all freshman students that says it is from EIU President Glassman. If they participate in the survey they will be entered in a drawing to win a $100 Visa Gift Card. Other ways to get students involved to take the survey were discussed. The first email will go out on February 1 and it has to be completed by April 1, 2017. Results will be given in August 2017.

1. **Midterm Proposal Review**

Jean Wolski asked the committee if the grading date could be moved farther out to give instructors more time to get grades in. Karla Sanders will talk to the registrar.

Karla Sanders disseminated the FA16 Midterm Grade Report and discussion followed.

1. **Retention Communication Review Committee**

Kimberlie Moock reported Ryan Gibson will put the following proposal on the EWORX Agenda: *The audit of all communications areas to write better communications when communicating with prospective and continuing students.*

1. **Enrollment Management Forum Update**

Karla Sanders reported there is no update but will send out more information after the meeting, but faculty should begin registering in January.

1. **Subcommittee Reports**

Kimberlie Moock reported she will be attending the MEI Visibility Campaign for First Generation.

1. Minority and First Generation Students

Kimberlie Moock and Karla Sanders worked with the First Generation Students subcommittee. They asked Linda Coffey, Bursar, if students are making payments and she said 27 students had comments; 25 of 27 still had financial aid to complete. They either had to fill out the entrance exam, complete the promissory note, or were still in verification, and others just needed to complete the steps. Discussion followed.

1. Financial Strategies

Shelley James reported the subcommittee did meet. They thought it would be beneficial to see Vitalization Reports so they could see the financial strategies report, but there aren’t any. There is a statement about student employment. Advisors do have talks with advisees about Financial Aid issues. There is a need to make brochures on how easy it is to navigate the Financial Aid website. The subcommittee also thought it would be good to do one-on-one with staff and faculty to be helpful on telling students who to contact. Karla Sanders sent an email to all instructors about filing FAFSA now and not to wait until January. Kimberlie Moock will put this in campus events before Thanksgiving and will send it to parents also.

On scholarships, Shelley James, does an assignment in the EIU1111 class on how and where to find them. She tells the students to go to the EIU website and look at what there is and to apply for them. When they have completed the assignment they have applied for scholarships.

In the area of communication the subcommittee would like to see a time line on when students should be paying on their accounts. They felt something should go out to the students two weeks after classes start to get them thinking about their financial plan and also to let the students know how many days before they will get a hold on their account. They would also like to see an email go out to the students telling them the date when classes should be dropped.

Communication concerning the Business Office they would like to know why the Business Office doesn’t lift the holds under $200.00? The Business Office should promote to parents a payment plan with break outs on when to pay each payment

(4 or 5 payments per semester with a 1% interest). Bills for spring holds come out April 1 and fall semester bills come out the first week of December.

1. **Next Meeting**

The next CORE meeting will be on January 11, 2017 from 2:00-3:15 pm. in classroom 1115 at Ninth Street Hall.

1. **Adjourn**

The meeting adjourned at 3:26 p.m.

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