**Committee on Retention Efforts (CORE)**

**Meeting Minutes**

**December 5, 2012**

1. **Call to Order**

The Committee on Retention Efforts (CORE) was called to order on December 5, 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, Christie Roszkowski, Jody Stone, Jennifer Stringfellow, and Jean Wolski

**Members absent:** Mona Davenport**,** Jerry Donna, Mary Herrington-Perry, William Lovekamp, Patricia Poulter, and Tim Taylor

1. **CORE Minutes from November 7, 2012**

Roszkowski made a motion to approve the November 7, 2012 minutes, and Boyer seconded the motion. The November 7, 2012 minutes were approved as written with Stringfellow abstaining.

1. **Early Alert**

Sanders disseminated the Early Alert Report through December 2, 2012. She will have the Fall 2012 comparison report available sometime in January 2013. 592 midterm grades were received from 960 alerts; this is 62% of the alerts received; some represented multiple alerts for the same student and course. Of those 592 grades, 20 were A, B, or C. 423 individual grades were received by students who received alerts.

**Non-Registered**

Sanders disseminated the FA11 Registered and Not Registered SP13 report and reported there were 150 more holds than last semester for SP12 registration. This does not include the SPE and ELE majors, nor guest students, or Lakeview College.

1. **Discussion of Plan for February 12 Retention Forum**

The committee discussed the format and topics for the February 12, 2013 Retention Forum that will be held in the Grand Ballroom of the MLK, Jr. Union from 2:00 to 4:00 p.m. There will be breakout sessions in the following rooms: 1895 Room, Arcola/Tuscola, Charleston/Mattoon, and the Effingham room.

After some discussion the committee decided to have four sub-groups for breakout sessions to discuss the following areas:

1. How staff from support services and various offices can foster student success.

* Facilitating this group will be Cindy Boyer, Jody Stone, and Tim Taylor

1. In the Classroom-A Dialogue on the Shifting Student Profile and Students with Disabilities.

* Facilitating group 2 will be Jennifer Stringfellow and Patricia Poulter

1. Advising to Retain.

* Facilitating group 3 will be Jean Wolski, Bill Lovekamp, and Monica Zeigler the Director of Academic Advising.

1. Supporting Under-Represented and At-Risk Students.

* Facilitating group 4 will be Mona Davenport, Christie Roszkowski, Jerry Donna, and Kimberlie Moock.

There will be a Retention Forum flyer distributed three to four weeks before the February 12 forum. There will be a brief blurb on each sub-group in the flyer.

1. **Spring Meeting Times**

CORE will meet on Fridays from 11:00 a.m. to 12:30 p.m. in classroom 1117, in the Student Success Center at Ninth Street Hall on the following dates: January 11, February 8, March 8, and April 12, 2013. The subcommittees will meet once or twice a month.

1. **Next Meeting**

The Committee on Retention Efforts will meet on Friday, January 11 in classroom 1117, in the Student Success Center at Ninth Street Hall from 11:00 a.m. to 12:30 p.m.

1. **Adjourn**

The meeting adjourned at 1:52 p.m.

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