**Committee on Retention Efforts (CORE)**

**Meeting Minutes**

**November 13, 2019**

1. **Call to Order**

The Committee on Retention Efforts (CORE) was called to order on November 13, 2019, at

3:00 p.m. in the Student Success Center Classroom 1115 in Ninth Street Hall.

**Members present:** Cindy Boyer; Joe Eichman, recording secretary; Jacquelyn Frank; Jennifer Hedges; Shelley James; Karla Sanders, Chair; Jody Stone; Justin Tierney; and Ed Treadwell.

**Members absent:** Gurkan Akalin; Dagni Bredesen; Mona Davenport; Alexis Jones; Josh Norman; Tanya Willard; and Melody Wollan; and Jie Zou.

1. **Approval of CORE Minutes- October 23, 2019**

Cindy Boyer moved to approve the October 23, 2019, minutes with a second from Shelley James. The minutes were approved, with an abstention from Ed Treadwell.

1. **Subcommittee Work**

Karla Sanders noted that we have not revisited the subcommittees since the first meeting. She is proposed that both subcommittees meet between now and the next CORE meeting on January 22, 2020. The subcommittees and their membership are:

* 1. Semester Start – Bredesen, Frank, James, Stone, Willard, and Zou.
  2. First Generation – Boyer, Davenport, Hedges, Sanders (chair), Treadwell, and Wollan.

1. **Spring Newsletter**

The following topics will be discussed in the Spring Retention Matters Newsletter: National First Generation Data, Newton Key & April Jackson’s work on Universal Design, FA19-SP20 retention data, as well as possibly the Mentorship Pilot beginning in the fall. Any other ideas are welcome.

1. **Mentorship Pilot**

The pilot is moving forward and will be implemented in the fall semester. Work is being done on finding ways to promote the pilot to incoming students. Josh Norman received over 900, mostly positive, responses to the survey sent to interested incoming students. The search is on for a name for the pilot.

1. **High Risk Courses**

A definition of a high risk course is any course where 30% or more of students receive a D, F, or W. The Supplemental Instruction came out of this list. Karla Sanders asked for ideas on how to best use this data. Justin Tierney noted that we’ve tried SI, but we have been unable to get students to attend the sessions. Cindy Boyer suggested that chairs work with faculty to issue more Midterm Grades as well as Early Alerts. Karla Sanders will share this list with the chairs so they are aware of which of their courses on considered high risk. She will also ask the Registrar to create a line in the Midterm Grade report that says “No students are receiving a D or F” in an effort to encourage faculty to report all their grades. Sanders will also ask if it’s possible to get a list of which faculty are not submitting any midterm grades. Tierney made the observation that the At-Risk list looks an awful lot like much of the curriculum for the new on-campus Nursing major, so enrollment in these courses will be going up. Jody Stone said that attendance in Housing’s math tutoring sessions has been pretty good.

1. **Adjourn**

The next meeting will be January 22, 2020. The meeting adjourned at 3:55.

*~Minutes submitted Joe Eichman, Recording Secretary*