**Committee on Retention Efforts (CORE)**

**Meeting Minutes**

**November 14, 2018**

1. **Call to Order**

The Committee on Retention Efforts (CORE) was called to order on November 14, 2018 at

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

**Members present:** Gurkan Akalin, Cindy Boyer, Austin Cheney, Joe Eichman (recording secretary), Shelley James, Alexis Jones, Katie Lewandowski, Karla Sanders, chair, Tanya Willard and Jie Zou.

**Members absent:** Mona Davenport, Julie Dietz, Josh Norman, Vicki Phillips, Jody Stone, and Ed Treadwell.

1. **Approval of CORE Minutes-October 24, 2018**

Cindy Boyer motioned to approve the minutes and Shelley James seconded the motion. The minutes were approved, with Katie Lewandowski and Austin Cheney abstaining.

1. **Early Alert Report**

Cindy Boyer presented this year’s Early Alert Report. There were 109 fewer alerts reported this year, compared to last year. Julie Dietz is uncomfortable with the term “resolved” in the alerts. Too often this term is applied when a student could not be reached, not necessarily that action was taken. A discussion followed suggesting two different terms, perhaps “Resolved” and “Closed”. Karla Sanders said it would be good to know if contact was made or if multiple attempts were made to contact the student, and offered up “Could not contact” instead of “closed”. Both Karla Sanders and Austin Cheney said they would like to know how many alerts an individual student receives, not just the general number of alerts issued, which could include multiple alerts for one student. Gurkan Akalin suggested that an EAS reminder could be presented at faculty meetings. Karla Sanders will work with CATS to see if it is possible to text students instead of emailing them.

1. **DFW List**

Karla Sanders presented a list of the courses with the highest number of DFW’s. This data shows that the Early Alert system is not being used, especially in these High Risk courses. Alexis Jones asked if there are resources (tutoring) available for these students. Karla Sanders said that in spring we will start offering Supplemental Instruction (SI) in MAT and FLS. Karla Sanders said that we want to offer challenging courses, but if they are consistently too hard, we must provide some sort of student assistance. SI has proved to be a valuable tool for students. Training for SI leaders will be after Thanksgiving. The leaders will attend all sessions of the class and have set hours for students to meet for more help.

1. **KPIs**

Karla Sanders presented the data from Institutional Planning and Research. The Key Performance Indicators are data points used for reporting to US News, the Federal Government for student loan purposes. The Provost would like to see more students finish within four years, but this data shows that freshmen are currently averaging only 10.35 credit hours this fall. This data may be skewed by Dual Credit numbers, so Karla Sanders will double check these numbers.

1. **First Generation Subcommittee**

November 8 was National First Generation Recognition Day. Around campus, there were bulletin boards celebrating it. MEI & Housing hosted a lunch for first generation students. Buttons and Door Hangers are coming for faculty and staff in the spring semester. Information will be added to the website regarding the first generation push.

1. **Adjourn**

The meeting adjourned at 4:02 p.m.

*~Minutes submitted Joe Eichman, Recording Secretary*