Student Retention Committee – Minutes

January 26 – 1 p.m.


Guest attended: Tom Steenwyk

Members absent: Elicia Arai, Gerard Fondse, Rana Huisman, Jacque Rhodes, and John Witte.

Opening
Prayer (Allison)

(1) Reviewed and approved minutes from last meeting – November 22, 2010.

(2) Reviewed agenda

Old Items
(3) Retention plan
• The Strategic Enrollment Management (SEM) taskforce has met once, and is beginning its work to draft a plan.
• The retention portion of this plan remains tabled, but does not necessarily need to wait for the SEM taskforce to complete its work.
• See action item #1 below.

(4) Student concerns referral system
• Todd and John met with Matt Sink (former Datatel employee) and Gary Tidd (CIT) to learn more about Datatel’s RA system. Matt’s perspective and insights were helpful.
• Matt Jeltema reports that Datatel has agreed to “sandbox” (hands-on) demo of RA for the SRC on-site, in mid-February. Todd is working with the folks in CIT to help Datatel prepare for this meeting.
• Todd is coordinating a few webinars with Datatel’s competitors in the retention software market.
• Todd drafted a memo of support for Datatel’s RA system to CIT.
• See action item #2 below.

(5) From Every Nation (FEN) and student retention
• Todd is collecting a list of intentional retention strategies for AHANA and international students from SRC members. SRC plans to incorporate this list into a report for MAC.
• See action item #3 below.

New Items
(6) Academic review, probation, and academic counseling program (All with guest, Tom Steenwyk)
• Tom Steenwyk, Academic Review Committee chair joined the SRC for a review and discussion about Calvin’s academic review process and its important connection to student retention.
• No further action items determined.

Adjournment
(7) SRC will meet again in mid-to-late February.
• SRC members will also be invited to the Datatel demo in February.

Outstanding action items (Blue items determined at the January 26 meeting)

(1) December 7, 2009 – Retention Plan - To help the Student Retention Committee (SRC) establish/refine a current list of retention goals and possible strategies for achieving them, a small task-force (short-term sub-committee) was charged with outlining a draft retention plan for the SRC to review and adopt. Given that (1) this plan will likely serve as a supplement to the broader enrollment objectives defined by the Enrollment Management Committee (EMC) and (2) that Dale Kuiper will be leading the EMC’s effort to reform the college’s existing enrollment plan, Russ requested that Dale also facilitate the SRC task-force. The following SRC members have also agreed to participate: Jacque R., John W., Russ B., & Todd D. While no deadline for completion was established, it is assumed that this group’s work will likely parallel the EMC’s time-line for constructing a broader enrollment plan.
November 22, 2010 - After a conversation regarding recent FEN updates with Michelle Loyd-Paige, MAC Chair and Dean for Multicultural Affairs, the retention committee will intentionally remember FEN’s retention objectives/goals [B1] for AHANA and International students when developing the SEM retention plan.

(2) March 1, 2010 – Student Concerns Referral System - While members of the Student Retention Committee have varying opinions regarding the necessity of an electronic referral/alert system, Todd will coordinate a demonstration of Datatel’s ‘Student Retention Alert’ software to help determine whether or not this product (or perhaps a similar “home-grown” system) could be useful. Further discussion about possible next steps is deferred until after the demo.

May 18, 2010 (update) – With general consensus from the membership, the committee will move forward cautiously (yet optimistically) toward the implementation of Datatel’s retention alert software. However, before confirming a decision: (1) Todd will coordinate a few conversations with reps from other schools that are already using this tool, to gauge effectiveness and evaluate usefulness, (2) Dana will connect with reps from the Calvin faculty (dept chairs, etc.) to determine whether or not they would find it useful, (3) all committee members will talk with their colleagues about possibilities for using it to enhance current processes, (4) Todd will begin working with Matt, Gary, and Dana to draft a possible implementation plan and schedule, and (5) Todd will reconvene the committee this summer to consider the draft plan and finalize a decision.

October 19, 2010 (update) – John and Todd will meet to review the system more carefully, and consider possibilities for implementation. Perhaps some existing processes (i.e. attendance checks) could be managed with this program. Russ will mention the concept to Henry. Todd will draft a possible memo from SRC to CIT regarding implementation.

November 22, 2010 - Todd will reconnect with Matt Jeltema to reiterate SRC’s continued interest in the software and to investigate options for testing a live demo before committing to an 11/FA pilot and/or start date. Todd will arrange a meeting with Matt Sink (former Datatel staffer) for his insights, as well.

January 26, 2010 – SRC members will be invited to participate in a hands-on “sandbox” demo of Datatel’s RA software.

(3) November 22, 2010 – From Every Nation (FEN) – After a conversation with Michelle Loyd-Paige, MAC Chair and Dean for Multicultural Affairs, the retention committee will: (1) clearly document current efforts to support student retention of both AHANA and International students and report to MAC with a written summary, (2) intentionally remember FEN’s retention objectives/goals [B1] for AHANA and International students when developing the SEM retention plan, and (3) possibly host a committee discussion about finances including representatives from financial services and financial aid.

January 26, 2010 – SRC members are reminded to submit a list of current retention strategies for AHANA and International students. These items will be include in the report noted above.