Student Retention Committee – Minutes

March 31, 2015 – 10:30am

International Conference Room

Attended: Carolyn Anderson, Cheryl Brandsen (guest), Russell Bloem, Todd Dornbos (chair), Christina Edmondson, Dana Heibreard, Rana Huisman, Noah Kruis, Cindy Kok (guest), Marla Love, Anuli Mefor, Tom Van Eck, and Amy Wilstermann.

Absent: None

Opening

(1) Received minutes and action items from last meeting by email (SRC Minutes #3-14/15).

(2) Reviewed the agenda – Unstructured conversation with Cheryl and Cindy regarding item 3 below.

Old Items

(3) Retention goals, plan, and KPIs - Update
   • See action item #1 below
   • SRC discussed the future of the committee and general retention efforts with Cheryl Brandsen and Cindy Kok. Most agreed that the SRC should be separated from (stand alone in the governance structure) the Enrollment Management Committee (EMC) and that the college should consider a retention director position. The SRC will consider possible models for an updated committee/administrative structure to share with COG, Provost, and VP for Student Life. Russ will discuss the suggested EPC/SRC divorce with the EMC at its next meeting.

(4) Daily discontinuation reports
   • No report;

(5) AHANA Retention
   • See action item #2 below
   • Briefly reviewed the poster produced by the faculty Reading/Working group on the “Retention of Underrepresented Students”;

Adjournment

Next meeting: May 13 at 3:30pm

Outstanding action items (Blue items determined on 3/31/15)

(1) December 7, 2009 -- Retention Goals, Plan, & KPIs - 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.

March 7, 2011 – Dale and Todd will meet soon, to discuss next steps.

May 10, 2011 – Planning team (noted above) has met once, and some work has been initiated to brainstorm a possible outline and important metrics for measuring success. The team will continue to work on this important task.

October 28, 2011 - Dale and Todd have met a few times to consider possibilities, and will convene the larger working group, once a more substantial framework has been constructed. Given Jaque’s departure, both Alicia and Bob Crow have volunteered to join the working group. A working group meeting has been prescheduled for mid-November.

September 21, 2012 – Now that the SEM plan has been adopted, Todd and Russ will discuss next steps for the construction of a retention plan. Perhaps the SRC could partner with the metrics committee to develop measurable retention objectives for this section, which could then serve as a reasonable alternative to a separate retention plan.

March 25, 2013 – SRC should consult with Mike Stob as we work to further define the metrics that will be used to measure our retention goals. Calvin’s argument for re-accreditation must include a section on student retention and should be completed
by summer of 2014. Tom VE is leading the SEM plan metrics team, and will include SRC members when they are ready to
determine appropriate measures for the Retention/Graduation section of the plan.

December 16, 2013 – SRC reviewed and approved a proposed timeline for determining retention, persistence, and graduation
rate goals and KPIs for the college. We should complete this project in the spring of 2014, in order to meet the deadlines
necessitated by the strategic plan (draft) and our HLC argument for reaccreditation. Goal authors are encouraged to rely on
existing data and information, to keep this project manageable.
The SRC requests that point I.2.a be changed to read: “Retention and graduation goals will be set across key subpopulations of
students and existing services aimed at success will be modified as needed.” More specifically, the committee recommends that
the word “all” be changed to “key”. Amy agreed to relay this suggestion to the special faculty senate at the meeting later in
the evening.

March 17, 2014 – SRC reviewed a draft of a Student Retention Goals document. After a productive discussion, Todd agreed to
meet with (1) SAS regarding concerns expressed about the Access goals and (2) other key administrators to review
subpopulation goals for which concerns were raised (AHANA). Tom VE and Todd agreed to re-define the “Marginal”
subpopulation based on HS GPA and test scores, rather than by scholarship level (presumably, a moving target).

April 2, 2014 - After reviewing and discussing the current (revised) draft of the retention goals document (SRC Communication
9), the SRC agreed to approve as written and forward it on to the Enrollment Management Committee (EMC) for review.

Next steps - If endorsed by the EMC, Todd will ask the provost to bring the goals document to the president’s Cabinet for
feedback and to request approval to commence work on a retention plan (to achieve said goals) which will presumably be
presented to EPC during 2014-15.

September 30, 2014 – The EMC has endorsed the retention goals document, and Todd has been meeting with Cheryl B. and
Cindy C. to discuss a strategy for next steps. Cheryl and Cindy have plans to discuss student retention with the President’s
Cabinet this fall.

November 17, 2014 – President’s Cabinet has endorsed both the student retention goals document (SRC Comm 1-14/15) and
the timeline for building a retention plan for achieving them (SRC Comm 11-14/15). Cheryl and Cindy are discussing
administrative needs and a possible structure for managing retention, but it is unclear who is charged with managing the next
steps in the planning process. Todd will follow-up with Cheryl and Cindy on this question.
March 23, 2015 – In addition to a few brief reports on next steps for coding and analysis of key retention groups, the SRC
compiled a list of questions for the March 31 meeting with Cheryl and Cindy about the future of the committee and retention
efforts at Calvin. Todd will forward the list to Cheryl and Cindy before the 31st.

March 31, 2015 – SRC discussed the future of the committee and general retention efforts with Cheryl Brandsen and Cindy Kok.
Most agreed that the SRC should be separated from (stand alone in the governance structure) the Enrollment Management
Committee (EMC) and that the college should consider a retention director position. The SRC will consider possible models for
an updated committee/administrative structure to share with COG, Provost, and VP for Student Life. Russ will discuss the
suggested EPC/SRC divorce with the EMC at its next meeting.

(2) November 17, 2014 – AHANA Retention – SRC reviewed materials and statistics regarding AHANA retention, and approved
MSDO’s proposal to host a town hall for AHANA students. Bob, Christina, Marla, Rick and Todd agreed to plan and facilitate
the town hall meeting.

March 23, 2014 – SRC heard reports from Christina regarding the December town hall for AHANA students and other MSDO
programming updates (Fellowship and Mentoring groups). Amy reported on the faculty reading/working group (Caroline and
Todd are also participants) she is leading around the retention of underrepresented students, and mentioned the forthcoming
poster session in April. Poster details and findings will be shared with SRC at a later date.

March 31, 2015 – Members of the retention committee were encouraged to visit the “How We Learn” open house on April 10,
to learn more about the work of the faculty working/reading group on the “Retention of Underrepresented Students”.

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