**Committee on Retention Efforts (CORE)**

**Meeting Minutes**

**December 9, 2011**

1. **Call to Order**

The Committee on Retention Efforts (CORE) was called to order on December 9, 2011 at 10:00 a.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, Chad Cross, Mona Davenport, Jerry Donna, Mary Herrington-Perry, William Lovekamp, Christie Roszkowski, Jody Stone and Jean Wolski

**Members absent:** Kathleen O’Rourke (on sabbatical), Patricia Poulter, Jennifer Stringfellow, and Tim Taylor

1. **CORE Minutes from November 4, 2011**

Christie Roszkowski made a motion to approve the November 4, 2011 minutes with changes made and Chad Cross seconded the motion. The motion carried to approve the motion with Jean Wolski abstaining.

1. **Noel Levitz Visit**

Sanders reported she has not received the final report from Noel Levitz. The Noel Levitz visit went really well overall. Committee Members discussed the consultant’s recommendations.

1. **Continuing Student Registration Update**

Sanders reported the numbers were down and there were 1,038 student reminders sent out. Moock reported she does not have the numbers from Linda Coffey but the money holds continue to increase with the students asking if the Business Office can wait for payment until they receive their financial aid money for spring. Jerry Donna commented that the students he sees in his office have financial aid debts from $200 to $400 for fall.

1. **Early Alert**
2. Early Alert

Sanders stated there were a total of 851 student alerts for fall semester. 102 faculty submitted reports. A full report will be given after final grades are in.

1. Faculty Feedback Survey

Sanders reported there are 32 participants who have been asked to complete the survey by the end of the semester.

1. System Adjustments

Final adjustments have been given to ITS to change the “other” box to a comment section. Reports are being finalized.

1. Utilization

After discussing the utilization of the Early Alert System (EAS) Moock had a couple of questions for CORE:

1. If EAS went out to other departments such as advisors or athletics how would we track it?
2. Did the student return to the faculty member?

Stone reported with the RA’s checking on students it had built a stronger bond between the student and RA and the community. Stone is willing to try a Pilot next semester with twenty or thirty students who have an assignment issue. Cindy Boyer will give Stone the names of students having trouble and Stone will then have an RA follow up with the student instead of them receiving an email. The pilot will see if it is more effective to provide a “human touch” than emails.

1. **Spring Meetings**

January 11, 2012 will be a very explicit meeting formulating what the goals will be for the spring semester. Some of the meeting times for spring semester will be used for sub-committee meetings.

1. **Adjourn**

The meeting adjourned at 11:10 a.m.

1. **Next Meeting**

The next meeting will be held on Wednesday, January 11, from 3:00 to 4:30 p.m. in classroom 1117 at Ninth Street Hall.

~Minutes submitted by Ms. Kimberly Sweeney, Recording Secretary