**Committee on Retention Efforts (CORE)**

**Meeting Minutes**

**December 16, 2016**

1. **Call to Order**

The Committee on Retention Efforts (CORE) was called to order on December 16, 2016 at

1:00 p.m. by co-chair Kimberlie Moock in the Student Success Center Classroom 1115, at Ninth Street Hall.

**Members present:** Mona Davenport, Shelley James, Kimberlie Moock (co-chair), Jody Stone, and Christy Turner

**Members absent:** Cindy Boyer, Kesha Coker, Stephen King, Jeanne Lord, and Jennifer Stringfellow; (Jean Wolski class conflict; Karla Sanders is on sabbatical)

**Guest:** Rachel Chlebanowski and Allison Moran

1. **CORE Meeting Canceled**

The CORE meeting scheduled for December 9, 2015 was canceled.

1. **Approval of CORE Minutes**

The CORE minutes for November 11th will be approved at the next meeting. There were not enough committee members present to have a quorum.

1. **Items from the Committee**

There were no items to discuss at this time.

1. **Update on Spring Registration of Continuing Students**
2. Non-Registered Students

Chair Kimberlie Moock reported from December 2-14th only 75 freshman moved to register. There were 264 students who registered on December 2 and on December 14th there were 189 non-registered students which equaled 17%. This puts EIU at 83% for retention and need to be at 90% or above.

Discussion included:

* Need to look at ways to communicate differently with the freshman because they are waiting until their hold is cleared before seeing their advisor. Advising sends out emails two weeks before they can register to see advisors before the hold is lifted.
* The biggest hold continues to be the Business Office hold. Out of 483 non-registered students 40% of them have a hold. Rachel Chlebanowski and Alison Moran contacted the non-registered students with Business Holds. Common responses from students given were: applying for loans, parents are paying the financial bill, Financial Aid forms being completed, waiting for Financial Aid loan to come through. Shelley James, Interim Director for Academic Advising Center said some of the students are working over Christmas to pay the amount they still owed.
* The immunizations hold is also an issue. Kimberlie is working with the Health Services to develop communications that will help reduce these numbers.
* Another hindrance is the students’ are waiting to register because enrollment is down and they don’t realize those classes will be dropped for low enrollment.
* Students with Mid-Term Grades: Out of 189 student’s not registered 122 students had a midterm grade which is 64.5% of the students.
* Discussion on ways to help the students thrive instead of survive and how some colleges have BANNER set up so parents can see the grades, money owed, etc.
1. **For the Next Meeting**
* Tackle up dates with full explanation report.
* Enrollment and Retention Forum on Thursday, March 3 from 1:00 p.m. to 4:30 p.m.
1. **CORE Next Meeting Date**

The next CORE meeting will be held on January 27, 2016 from 1:00-2:15 pm. in classroom 1115 at Ninth Street Hall.

1. **Adjourn**

The meeting adjourned at 1:55 p.m.

*~Minutes submitted by Ms. Kimberly Sweeney, Recording Secretary*