**Committee on Retention Efforts (CORE)**

**Meeting Minutes**

**January 10, 2018**

1. **Call to Order “The Year of Student Success”**

The Committee on Retention Efforts (CORE) was called to order on January 10, 2018 at

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

**Members present:** Gurkan Akalin, Kelsey Cripe, Julie Dietz, Joe Eichman (recording secretary), Shelley James, Stephen King, Jeanne Lord, Karla Sanders, chair, Jody Stone, Tanya Willard, Jean Wolski, and Dawn Zachow.

**Members absent:** Cindy Boyer, Mona Davenport, Josh Norman, and Jie Zou.

1. **Approval of CORE Minutes-November 8, 2017**

Jody Stone moved to approve the November 8 minutes. Stephen King seconded the motion, which was then approved with Shelley James abstaining.

1. **Membership Change**

Echarial Gaines has departed the University, so will no longer serve on the committee. New member, Tanya Willard, was introduced to the group. Jie Zou has a scheduling conflict this semester, and will be unable to attend meetings, but will stay on the committee.

1. **FA17 Early Alert Report**

Karla Sanders presented the Early Alert FA17 to FA16 Comparison Report. With enrollment down, there are about 120 fewer early alerts this fall than last fall. The majority of alerts were issued due to missing assignments, with attendance only second and performance in third place. Early Alerts are turned off the first week, and reach their peak by the 4th week of the semester. They are then turned off after the 14th week of the semester. 384 students received early alerts from 80 faculty members. This is much fewer faculty members than last fall, and Karla is not sure what this means. First Generation students received the most alerts. When the Key Performance Indicator data is available, Karla will compare it to the data in this report to see what percentage of students by cohort, race, and gender received Early Reports. Initially, it does seem that more African American students received Early Alerts than their counterparts. Of the students who received Early Alerts, 17% withdrew from the class. For the remainder, about 1/3 passed the course, 1/3 failed, and 1/3 withdrew. This year a higher percentage of students received a grade of a C or higher. Tanya Willard asked if international students are included in this report. Karla said that they are. Karla asked committee members to urge faculty to use the Early Alert system.

1. **Not Registered Update**

Early Alerts is a partnership between CASA and Housing. The Not Registered list is a report produced by CASA and shared with departments. It is a listing of enrolled students who have not registered for the next semester’s classes yet.

A subcommittee of Eworx is working on holds. If a student has a hold placed on their account, they are emailed via panthermail. But not all students check their panthermail account. This past year, students who have payment holds were dropped from their schedules on December 18-21. This affected 64 students. The Bursar said she only drops students who owe more than $1000.The subcommittee is proposing to the President’s Council that the hold dates are moved up to October 1 and February 1 to give everyone more time to alert the student of an impending hold.

The Not Registered list is ran 2 weeks after Seniors can start registering and again 1 week after Freshmen can start registering for classes. It seems that more students have holds now than in the past. Shelley James noted that many are for incomplete items such as Alcholedu or other requirements. The Registrar is working at reducing the number of holds that affect the ability of a student to register for classes.

1. **Next Meeting**

Karla Sanders asked committee members to think about what CORE’s goals should be for SP18 as well as items for the Spring Newsletter.

1. **Adjourn**

The next meeting will be on January 24. The meeting adjourned at 4:00 p.m.

*~Minutes submitted Joe Eichman, Recording Secretary*