Dr. Toston called the meeting to order.

Approve 10/9/07 Minutes
The October 9, 2007 minutes were approved.

Subcommittee Reports
Part-time Students – Ms. Schuberth reported for this subcommittee. Ms. Schuberth stated that they have received the application materials for Alpha Sigma Lambda, an honor society for non-traditional students. The subcommittee is looking forward to initiating the first group of students by the end of this academic year.

Transfer Students – Ms. Garcia-Bowen reported for this subcommittee. This subcommittee has conducted one focus group to date. Eighteen students responded, but only six students actually attended. It was decided that the survey would be sent to students via e-mail. Ms. Garcia-Bowen distributed a copy of the survey for review. She encouraged suggestions/comments from the entire committee.

Transfer student orientation has been implemented for the spring. The first session was not very well attended; however it was very well received by those who did attend.

Residence Life Students – Ms. Alicandro reported for this subcommittee. The subcommittee has been communicating via e-mail. Currently, they are at a standstill, they are not sure where to go from here. Ms. Alicandro asked for some input from the group. Residence Life has increased programming to accommodate more students – commuter and residence. Dr. Lovitt asked about the “living learning model”. Ms. Alicandro reported that at first pass the students were very upset by it. One of the key items that Ms. Alicandro learned when she went to Evergreen State College with our Learning Communities Consortium was that learning communities cannot just be dropped into residence life programs. Students see this as “home wrecking”. You must work with students and IRC, to progressively establish the “learning communities”. One of the best ways to do this is to approach freshmen, because they have not built their communities yet. Mr. Estrom stated that the idea of “home wrecking” should not be taken lightly. He also stated that he has heard a lot of positive feedback from individuals who live in “learning communities” at other universities.

Ms. Schuberth asked Ms. Alicandro to review the housing deposit changes. Ms. Alicandro stated that in the past, housing deposits were due by April 1 for all students. This does not help with incoming students, because current students sometimes held out until they find out about apartments, etc… This year, current students have a deposit deadline of March 1– all others will be April 1. This will allow Residence Life to give answers to new incoming students faster.
Commuter Students – Mr. Hernandez reported for this subcommittee. This subcommittee is coming up with a “Did You Know…” checklist for commuter students. This is an effort to communicate better with commuter students. Dr. Lovitt asked if this subcommittee has considered any kind of co-curricular activities that would be focused on commuters. Ms. Horan discussed the “Commuter Coffee”. She also suggested asking students if they would be interested in joining a commuter student organization. Mr. Estrom stated that the “Commuter Coffee” is sponsored by the Student Union Board of Governors (SUBOG), which welcomes co-sponsorship from other groups on campus. Ms. Horan asked if there was a commuter organization on campus. Mr. Estrom stated that the argument could be made that SUBOG has a commuter interest, but they are actually more university focused. Mr. Hazan shared some statistics regarding commuter students. 65-68% of the students involved in co-curricular programming are commuter students. Dr. Hosch asked a question regarding how commuter students are identified. At this time a commuter student is someone who does not live on campus. Ms. Alicandro stated that there were two commuter lounges on campus in the past, which were not frequented. However, when a coffee shop was added to the commuter lounge in Memorial Hall, the numbers increased significantly. Mr. Hazan asked everyone to not forget the Student Center, which is the “living room” of the campus.

Students who Successfully Graduate within Six Years – Ms. Petrosino reported for this subcommittee. This subcommittee submitted multiple queries to Dr. Hosch and his staff. Dr. Hosch advised the subcommittee of two key factors, which are directly relevant to successful graduation within a six year period. Those two key factors are:

1. There is a strong and direct correlation between a student’s first semester GPA and his or her ability to graduate in six years.
2. Many students report spending less than 10 hours per week on academic work outside of class, and the adverse impact this has on their success as students may reduce their ability to graduate in six years.

Ms. Petrosino stated that this subcommittee will focus on these two key factors. Dr. Nunn stated that the shocking factor is the correlation between a student’s first semester grades and their chance of graduation. Dr. Lovitt reminded Dr. Craine that he would like to address this with Faculty Senate. Dr. Lovitt stated that we cannot wait until the end of the first semester to identify a problem. Faculty need to be aware of this information. Requiring mid-term grades would be a very positive way to address this issue. At this point, students are not regularly notified of their grades until it is too late in the semester. Ms. Horrax suggested that advisors receive grades, which would be similar to the current process for athletes. Dr. Lovitt stated that we must let the data speak for us. Midterm grades are the minimum that we should be giving students. Dr. Craine suggested making it a requirement for freshmen and 100 level courses. Dr. Lovitt stated that we have to stop talking about it and do something about it. He suggested forming a group that would design interventions. Ms. Horrax asked if the Learning Center already has programs in place. Ms. Leake stated that they do have programs in place that could be expanded. Ms. Leake recently distributed cards to all FYE faculty members, to be given to students who are in trouble. Mr. Hazan asked if there is a correlation between high school and first semester grades. Dr. Hosch stated that there is a correlation, but it is fairly weak.

Advising Task Force Update
Dr. Paige provided an update on the Advising Task Force. A team of six recently attended a NACADA conference. That team will be meeting next week. Recommendations will be submitted to Dr. Toston and Dr. Lovitt by end of semester.

**Institutional Research & Assessment Update**
Dr. Hosch gave a PowerPoint presentation, which included various data regarding graduation rates and student success. Dr. Hosch reviewed each of the slides. The presentation can be viewed at:


**Student Government Association Update**
Mr. Estrom and Ms. Horrax provided an SGA update. Ms. Horrax discussed the Advising Day that was recently held. SGA would like to hold an Advising Day again next semester. However, they will need more cooperation and help from other departments. Ms. Horrax stated that they are trying to contact advisors, to see if any changes were noted. Mr. Estrom stated that he was very pleased with the outcome of this program. In the future, he would like it to be more of a group effort. Mr. Estrom expressed concern regarding the request for emergency information during registration. Some students cannot get past the screen. In one particular case, Mr. Estrom helped a student for over an hour. She received multiple error messages, even after the information was checked several times for accuracy. By the time she was able to get past the screen, her classes were full. Ms. Petrosino stated that if/when this happens again to please contact the Registrar’s Office. Ms. Hicks expressed her appreciation to SGA for holding the Advising Day event. Ms. Hicks expressed her concern regarding availability of general education courses. Courses close before priority registration is even over. A discussion occurred regarding priority registration. Ms. Hicks suggested that a review of students who are eligible for priority registration occur.

**Financial Aid Satisfactory Academic Progress Proposal**
Mr. Frazier distributed a proposal regarding Financial Aid Satisfactory Progress, which he prepared. Mr. Frazier reviewed the proposal, as well as the current process. A brief discussion occurred.

**Action Items**
- Each of the subcommittee was asked to send Dr. Lovitt a list of 4-5 bullets on what each committee is doing. This would include major findings and/or initiative that are being taken or recommended. This should be submitted by November 30th. Dr. Lovitt will use this information to compile a preliminary report.

The next Retention and Graduation Council meeting will be held on **Tuesday, December 12** at **1:00 p.m.** in the **Willard Hall Conference Room**.

/cm