Retention and Graduation Council Meeting  
December 8, 2008  
11:00 a.m.  
Bellin A/B

Early Warning System Update  
M. Leake reported the following information in regards to the Early Warning System:

- Faculty submitted 716 electronic reports thus far this semester.
- 68 of those reports were sent directly to the Registrar, in regards to students who never attended class.
- 686 contacts went out. The first contact is in the form of an e-mail to the student, and if they do not respond to the e-mail, a telephone call is made. If there is no response within 24 hours, a postcard is sent out to their permanent address.
- 311 contacts were made by M. Leake and 375 contacts were made by R. Hernandez.
- 312 students responded; 376 did not respond.
- 189 individual meetings with students were held.

The Early Warning System is making a big difference for those students who are taking advantage of it. However, the question at hand is how to get more students involved. M. Leake stated that various follow-up steps are taken, depending on the student’s particular situation. B. Fanguillo asked if administrators would have access to the Early Warning System. M. Leake stated that the electronic system is for faculty use only, but that administrators/staff are welcome to send an e-mail to her or R. Hernandez if they are concerned about a particular student. M. Leake or R. Hernandez will then follow up with the students, as they do with the electronic system referrals. M. Horan asked about follow-up to faculty. M. Leake stated that a mass e-mail went out thanking the faculty for their referrals and stating that the students have been contacted. M. Leake reminded everyone that this is a pilot program, so information is still being gathered.

CIRP Survey Benchmark Data: Braden Hosch  
B. Hosch distributed and reviewed benchmark data from the 2008 CIRP Freshmen Survey. The complete survey results are available online at:  
Subcommittee Reports:
C. Lovitt asked members of the Sophomore, Junior, and Senior subcommittees to provide a brief update regarding their work thus far.

Sophomores – C. Pudlinski provided the following report for the Sophomore Subcommittee:

- For purposes of classification, the subcommittee will consider students who are in their 3rd or 4th semesters at CCSU, sophomores.

- The committee’s primary focus will be on the number of sophomores who do not have a major yet, come in undeclared, drop out of their major, or do not get into their desired program of study and become undeclared.

- The committee will explore ways of assisting students who are dismissed from their preferred program of study.

- The committee would like to research offering a general studies degree at CCSU.

C. Lovitt stated that it is important to research the question of where students will go if they do not get into their major of choice. C. Lovitt stated that this needs to be considered, and that options must be made available to those students. C. Lovitt stated that a group of individuals are currently looking into offering a Masters of Liberal Studies degree, and that he has asked them to also look into offering a Bachelor of Liberal Studies degree.

Juniors – M. Fallon provided the following report for this subcommittee:

- This subcommittee has met twice.

- Pat Deloy contacted Financial Aid to see if financial issues are a contributing factor for struggling juniors, and it was determined that financial issues are not a major factor in juniors staying/leaving CCSU.

- The subcommittee discussed the integration of juniors into co-op or study abroad programs. Students who take advantage of these opportunities appear to be connected with their studies and have a better sense of direction.
• M. Fallon stated that the subcommittee discussed contacting S. Petrosino to see if there is a relationship between academic performance and students who participate in co-ops, study abroad, etc.

• The subcommittee discussed the transitioning to 300 or 400 level courses, which can be a culture shock for some students. The expectations are higher, and some students are not ready.

• The subcommittee discussed having student “ambassadors” within the major programs. The student “ambassadors” would be outstanding seniors in the majors that could help at risk juniors stay on track.

Seniors - C. Barrington provided the following report for the Senior Subcommittee:

• This subcommittee has not met yet. However, they have had discussions via e-mail. Several specific areas of concern have been raised:
  o Students are not prepared for upper level courses.
  o Students are upset when they do not get into their program of choice.
  o Seniors tend to have increased working hours, usually being employed full-time in their senior year.
  o Financial issues. Is there a limit to the amount of money that students can borrow?
  o Physical and mental problems.

• The subcommittee discussed the following suggestions:
  o Providing a plan for students who do not get into their professional program of choice.
  o Financial Literacy Training for seniors that targets students, instead of parents.

• The subcommittee would like to obtain data for the following:
  o GPA’s of students with 90 plus hours who have not graduated.
  o Majors with the highest graduation rates.

Announcement/Reminders/Other:
• C. Lovitt announced that the NEASC report speaks highly of the Retention and Graduation Council and of CCSU. Assessing student learning outcomes, systematic program review, evaluating part-time faculty, and advising are areas that will need to be worked on over the next decade.
• C. Lovitt reminded each of the subcommittees, including the three newest subcommittees, that $5,000 is available to each of them.

• B. Hosch encouraged everyone to have focus groups with target populations. He is working on priority projects, and focus groups will provide qualitative information. B. Hosch will do his best to work with everyone, but he encouraged focus groups.

**Action Items**

• Include Leah Glaser on an upcoming Retention and Graduation Council meeting agenda to provide a CCW update.

The next Retention and Graduation Council meeting is **Tuesday, February 10, 2009 at 1:00 p.m.** in **Bellin A/B, Student Center**.