

**Retention and Completion Council
Agenda & Notes
October 31, 2019**

See **bolded items** and *italicized items for main points*, as well as **ACTION STEP** for items needing your immediate action)

Members In Attendance: Amie Squibb and Megan Schiller (from Data Council), Sandy Culver, Carole Douglas, Cindy MacGregor, Tayo Obafemi-Ajayi, Kelly Rapp, Kelly Wood, Michele Smith
Guest: Cameron Wickham (faculty senate task force member)

1. We reviewed the calendar of meetings dates and report deadlines (see below). We made a few adjustments so please mark your calendars. We agreed to have all subcommittee submit a draft update report by December 6th, our last meeting of the fall semester.
2. Subcommittees Updates
 - a. **Do you need any reports that will help you with the work ahead?**
 - i. Amie and Megan talked about any data requests that can flow through their group. Kelly forwarded an email with that form you can use as you meet in your small group.
 - ii. Council members all requested a brief demographic overview of students who leave MSU vs those who stay.
 - iii. Cameron mentioned that Tom Kane's research from a few years back can also tell us more information about students emotional connection to MSU as an important variable in retention.
 - iv. Kelly will also add NSSE and BCSSE data summaries in the teams files.
 - v. Michele asked everyone to listen to a broad array of student voices. She mentioned there is a townhall meeting for students to discuss the possibility of a multicultural center. That is Tuesday, November 19 at 6:30 in PSU 313.
 - vi. **We then discussed the idea of surveying students about their experiences so far at MSU, specifically first and second year students. ACTION STEP: send 1-2 questions you'd like to ask students about their experiences at MSU and we'll put together a brief online survey and send a link via text to first and second year students. We want to ask the students "how are WE doing at MSU to help you transition to college?" or something like that. Ask them to contribute their voice.**
 - b. *Please consider adding students to your groups?* They will give a different perspective and important experiences. Aimee Hendricks (our student rep) can help us with additional people to nominate.
 - c. What else might you need to help your group get started or to assist in moving forward and not getting too far in the weeds?
3. Review retention initiatives at MSU document. We opened this document and added a few items. You are welcome to add to this document and SHARE it with your

subcmtees and educate them on the programs we offer. If they want to know more about a program, contact that office and check in with them.

- a. We discussed the need to get this kind of information to faculty in a way that's easy to access and quick to show students. IDEA: We need to refresh the Student Services Page to update it so that groups of resources are clustered together rather than a long list of links. www.missouristate.edu/services. Related we think that this info be linked and available on the MSU app, along with other places like BB and the banner pages. This is information to share with the Marketing and Communications Council.
 - b. **We also tossed around various ideas about how to identify a student in need**, how we can create an early alert system and then more importantly to find ways to work collaboratively across units to reach out to students in the first TWO weeks. Attendance (or lack thereof) is an important first indicator. How do we get faculty to record attendance and report it to a central place as a risk factor so we can act on that?
4. Brainstorm ideas so far and resources available
- a. We looked over the **Best Practices in Retention Worksheet** (see ideas_readings folder) and evaluated how we are doing on these items. Subcommittee leads will review with their committee on relevant items. You might also use the **Barriers to Student Success...** worksheet and see if it's something to guide our work. It takes a broader look at what gets in the way of students making it year to year.
 - b. We also looked at some new articles from EAB, etc. in the team's files
5. Note: Michele and Kelly are attending a SEM Institute with other Steering Cmte members this weekend in Dallas. We are hoping for good ideas and strategies to share with you when we return.
6. **November 12 and 13 we have a SEM report writing consultant on campus.** You were invited to 2 sessions. November 12 at 2pm and Wednesday, November 13 at 9:30am in PSU ballroom west. If you are available, please attend so we have more ears and minds working together on the final report.
7. **Next meeting is Friday, November 15 at 9am in Library 204 (FCTL).**
- a. By next meeting, subcommittee report on programs reviewed, data needs, ideas generated and questions.
 - b. Kelly and Michele will report on SEM institute.
 - c. We'll make time available for you to meet with your subcommittees.

Fall 2019 RCC meeting schedule:

- November 15, 9-11am, Library 204, FCTL conference room
- November 21, 9-11am, Library 204, FCTL conference room

- ***date change December 6, 9-11am, Library 204, TBA
- ~~October 17, 9-11am, Carr 203, President's conference room~~
- ~~October 31, 9-11am, Carr 203, President's conference room~~

Report Deadlines:

1. December 15, mid year draft *update* report due
2. Subcommittee reports February 13th
3. March 1, council report draft due