WVNCC

Retention Committee Meeting

May 24, 2018 / 1-2 p.m.

Present:	P. Sharma, J. Britt, T. Becker, K. Patterson, K. Aulick, C. Farnsworth, J. Loveless
Absent:	T. Edwards, P. Roper
Next meeting:	TBD-Fall Semester (Doodle poll)

1. **Follow-Up Items**

   Contributions to the Retention Model presented by P. Sharma were incomplete; all who wish to contribute should send ideas to P. Sharma prior to fall for presentation of a draft

   T. Becker will share list of academic probation students w/30+ credit hours via email

2. **Discussion**

   T. Becker identified revised agenda for NSWE that she has been developing with L. Soly to make it a more interactive and engaging event

   All attendees will gather for information about college/campus basics, Service Center information, and safety/security/parking

   Attendees will be broken into groups (6 in WHG, perhaps 2 WRT & NM) for special topics in other areas, including: LRC, Career Services, FA, ASC, Intro. to Portal (330B), and Blackboard; then students will come together in the Student Union for Student Activities and Bookstore presentations

   Afternoons will consist of optional breakout sessions, including: tours, clinical CPR certification, transfer students, registration, in-depth FA, IDs/parking permits.

   Dates for NSWE are Aug 4(WHG), Aug 9(WRT), and AUG1(NM)...online registration will be made available when breakout session schedule is finalized.

   T. Becker reports Service Center staff are excited about the changes

   J. Britt suggested that information regarding Blackboard and syllabus access be provided during the NSWE, T. Becker and K. Patterson replied that it would be included

   Much discussion ensued regarding Blackboard and online coursework, highlights include:

   K. Patterson recommended that all faculty create a "Master Course" for their online classes – this makes copying courses much more efficient

   P. Sharma stated that someone must be in charge of monitoring courses...inconsistency, error, and poor design lead to student frustration and attrition

   J. Loveless stated that Terri K. checks syllabi for accuracy each semester and Kim P. checks courses each semester for accuracy-these stops could be part of the monitoring process

J. Loveless stated the importance of speaking specifically rather than in general terms when it comes to job performance...rather than labeling/lumping "faculty" as doing or not doing 'x'..."staff" as doing or not doing 'z'...we need to focus on accountability of individuals

T. Becker identified issues arising from "rolling" many things (schedules, catalogs etc.) over from semester-to-semester and the difficulties/errors that can arise and gave an example of students IDs and door access...many of these errors are being identified and addressed *[YAY]*

P. Sharma stated that IR is looking into the use of IRIS, a Banner add-on, which may help with some of these process-related issues

Discussion continued regarding when students have access to courses; J. Loveless stated that WVNET/Banner systems restrict when/how things are done universally; P. Sharma pointed out that individual faculty members can control access, but have to know how to and then make the effort to make these changes

It was stated from several parties that syllabi must be accurate and included in Blackboard without exception

T. Becker suggested that all of these issues relate to customer service...it is important and is reinforced even through the presentation and construction of our distance education program

J. Britt will ask that K. Herrington make sure these topics are included on the faculty agenda for the first Senate meeting in August

J. Loveless reinforced the importance of committees to serve this purpose – keeping constituencies informed and providing them with a voice through sharing and communication from committee members back to constituent groups back to committees

J. Loveless stated that Dept. Chairs should ramp up communication and interaction with individual faculty members to assist with these issues as well

3. for Next Meeting

C. Farnsworth will send Doodle poll to select meeting time for fall semester

P. Sharma will draft retention plan

J. Britt will report on faculty response to ideas above as presented during first faculty senate