



College Completion and Student Success Committee

Meeting Minutes

September 18, 2020

Members present: Dr. Sandra Sharman, Dr. Carlos Cunha, Ms. Karen Jones, Mr. David Gribbin, Mr. Mike Moran, Mr. Rob Nordan, Ms. Darlene Dickens, Mr. Nick Kelch, Ms. Jessica Williamson, Mr. Jim Beall

Members absent: Dr. David Chevalier, Ms. Karen Murphree

The meeting was called to order at 9:30 a.m. by Dr. Sandra Sharman, Chair.

Dr. Sharman welcomed the committee members to the meeting and thanked them for their participation on this committee.

The purpose and function of the committee was reviewed by the committee members. The committee members approved Dr. Sharman's request to clarify the purpose and functions of the committee. She will distribute a before and after comparison chart of the purpose and functions prior to the next committee meeting in November of 2020.

The committee discussed the current membership roster and voted to add two new members: Mrs. Georgia Beasley, Director of Retention, and Dr. Deborah Kittrell-Mikell, Director of Academics in the Residence Halls (motion made by Dr. Cunha and seconded by Ms. Karen Jones – unanimous vote to approve).

The committee discussed how record keeping should be kept for the many student success initiatives already in place on campus. We agreed that we will compile that information from the various sources and post it on the website (under meeting minutes).

The committee discussed both short and long-term strategies. In the short-term, we will begin compiling data from the ACE, the Retention Committee, and the Library, to illustrate sources of student intervention and assistance and evidence of success. We will also compile a timeline (16-week) for intervals during the semester when we will connect with the students to advertise resources for academic assistance on campus. We will align this timeline with Student Affairs units' distribution of information. During our upcoming November meeting, we will analyze our progress during the semester and make recommendations for improvement.

Dr. Sharman asked if there were any questions; there were none and the meeting was adjourned at 9:58 a.m.