

ERMC Meeting Notes

MEETING DATE: 12/6/11

MEMBER NAME	PRESENT	ABSENT
Byars, Susan	X	
Cinoman, Andrew	X	
Duck, Monette	X	
Fisher, Brian		X
Goldie, Monica		X
Haring, Debra	X	
Laviolette, Marc	X	
Lopez, Jorge	X	
Ouerson, Marisa	X	
Parker, Stacy	Mike West attended	
Popovich, CarolAnn	X	
Price Henry, Dr. Donna	X	
Schexnayder, Ken		X
Tolley, Greg		X
Vines, Dr. Robert	X	
Volpe, Karen		X
Wright-Isak, Chris	X	
Yovanovich, Michelle	X	

Meeting began at 9:00am

1. REVIEW OF MINUTES FROM 11/1/11 MEETING

No comments or changes, therefore, minutes approved as distributed.

2. REPORTS:

a) Retention Survey: Andy spoke to Campus Labs (formerly Student Voice). They took our questions and formatted them into a template. Debra had asked if the questionnaire specified UG or Graduate students. Andy stated it was only for UG. Discussion ensued and it was agreed that there should be two separate surveys, one for undergraduate and one for graduate. Debra will work with Andy to draft up the graduate survey template. Andy stated that he should receive a draft of the survey shortly for review and he will bring a copy of it to the next regular meeting. Susan stated that Mara is working on the stop-out report. She will create a report for both

undergraduate and graduate students. Timing for the email survey will be shortly after drop add week in both the spring and fall terms.

b) Retention Workshop: Michele and Donna advised that they have spoken to Dr. George Kuh about being our keynote speaker for the workshop and he has agreed. He also provided some very helpful suggestions. The date has been set for March 23, 2012. Preliminary agenda of workshop is as follows:

- Workshop will run from 8:15am to 4:00pm
- Dr. Bradshaw will do the Welcome
- 9:00 to 10:15 Keynote speaker Dr. Kuh
- 10:30 panel review
- 12:00 to 1:00 working lunch
- 1:00 to 2:15 breakout sessions
- 2:30 to 3:30 Report Out/Actions Plans

It was agreed that there will be “table leaders” at each table for the breakout sessions to facilitate the discussions. Discussions will be based on the five NSEE benchmarks. Each table will take one of the five benchmarks. Michele advised the committee that Dr. Kuh was very clear that he does not like the term “retention workshop”. He feels that rather than focusing on retaining students, we should focus on students succeeding and remaining at the university through graduation. The workshop will be renamed “Student Engagement Workshop.”

We will send out a “save the date” email. Andy suggested that the committee members should identify targeted individuals rather than an all campus email. Marc would like the email to be sent out within 2 weeks. Andy also suggested that, in order to address a larger audience, we should set up a live feed during Dr. Kuh’s presentation. Donna advised that we have the room in Sugden reserved for March 23. Originally we reserved the ballroom for March 16. Marc would like to reserve the ballroom as well so that we can accommodate more people. Marc suggested that we also set up a web registration to keep track of the numbers.

ACTION: *Donna will send out the “save the date email”. Michele will make sure we have the ballroom reserved. Committee members are charged with identifying key people to invite to the workshop, bring list at our next meeting. We will meet in two weeks just to discuss the workshop. Monette will make the reservation and send out a meeting notice to everyone.*

3. Bob Vines handed out a CIRP (Cooperative Institutional Research Program) report. It's the first time that Bob has received the report. It is based on the 2004 cohort and only FTIC students. The data covers the first six years.

4. **BIOLOGY PROJECT UPDATE**

Marc handed out spreadsheets of the data that he and Donna have been working on regarding students who have entered as a biology major beginning in summer/fall 2009.

Meeting adjourned at 10:00am. **Next regular scheduled meeting will be January 3, 2012 in AB5-210 from 9:00 to 10:30am.**