

Mt. San Antonio College Retention and Persistence Committee - Agenda

Date: May 9, 2023

Attending:

x	Katie Datko (Co-Chair)	x	Lesley Johnson				
x	Ned Weidner (Co-Chair)		Jasmine McLeod				
x	Elizabeth Casian		Marcell Gilmore				
x	Julie Cortez		Jimmy Tamayo				
x	Gizelle Ponzillo	x	Michelle Dougherty			x	Jannet Ortiz (Recorder)

Regrets:

	Topic	Discussion	Outcome
1.	<ul style="list-style-type: none"> Welcome and Review Agenda Topics Review and Approve 4/11/23 meeting minutes 		The Agenda was reviewed and approved. The 4/11/23 meeting minutes were reviewed and approved.
2.	<ul style="list-style-type: none"> Future Meetings: Monthly or bi-weekly 	<ul style="list-style-type: none"> A lot of team members are on multiple committees and it is difficult to get quorum twice a month. For the 2022-2023 school year, committee discussed meeting one final time on May 23rd if deliverables are not completed during the present meeting. 	The committee voted to meet once a month. Committee voted to meet the 4 th Tuesday of every month during Fall semester.
3.	<ul style="list-style-type: none"> External Committee Updates: Relevant topics or items from related committees germane. 		
4.	<ul style="list-style-type: none"> Drop Survey: IT Recap 	<ul style="list-style-type: none"> The committee reviewed the meeting notes from the 4/25/23 meeting. SPEAC and Student Equity should have input in the process of rolling out the drop survey. 	

		<ul style="list-style-type: none"> • Is it possible to have the automated surveys to be sent out right after the census period? <ul style="list-style-type: none"> ○ Yes, this could be a starting point. • KD is checking with El Camino on their process. • If the purpose of the survey is only to collect data, then we need to figure out when and how to distribute survey. • If the purpose is to collect data and also send out information, then the nature of the survey will change. 	
5.	<ul style="list-style-type: none"> • Drop Survey Discussion <ul style="list-style-type: none"> ○ Research <ul style="list-style-type: none"> • Select All VS Single Option • Survey for each class students drop or 1 time for each student • Survey individual class drops or complete withdrawal from all classes ○ Edit Question <ul style="list-style-type: none"> • Sample prompt and ideas can be found on Google Drop Survey document 	<ul style="list-style-type: none"> • Committee reviewed work on Drop Survey google doc and added and edited survey answer options • Suggestion to have checkmark as option to choose more than one reason • KD will be creating two different Qualtrics models to see how survey might look 	<p>KD will send draft of Drop Survey answer options to Student Equity chairs for their feedback and input by May 23rd. Committee will review input from SE for next round of survey revisions at the next meeting.</p> <p>https://docs.google.com/document/d/13cfV75op_qRTIzUuVPMOAJji_ntDN-VHs-y14hXr-Hk/copy</p> <p>Committee will review Qualtrics survey drafts and discuss formatting options.</p> <p>Committee voted to meet on 5/23/23 to finalize Drop Survey work and review feedback from SE.</p>
Issue Bin/Future Agenda:			

Drop Survey Process (cont.)

- Collaborations/Reviews with other Committees
- Data Use
- Campus-Wide Reporting

Future Meetings: Spring 2023 – May 23