

**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:**

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

		<ul style="list-style-type: none"> <li>• Is it possible to have the automated surveys to be sent out right after the census period? <ul style="list-style-type: none"> <li>○ Yes, this could be a starting point.</li> </ul> </li> <li>• KD is checking with El Camino on their process.</li> <li>• If the purpose of the survey is only to collect data, then we need to figure out when and how to distribute survey.</li> <li>• If the purpose is to collect data and also send out information, then the nature of the survey will change.</li> </ul>	
5.	<ul style="list-style-type: none"> <li>• <b>Drop Survey Discussion</b> <ul style="list-style-type: none"> <li>○ Research <ul style="list-style-type: none"> <li>• Select All VS Single Option</li> <li>• Survey for each class students drop or 1 time for each student</li> <li>• Survey individual class drops or complete withdrawal from all classes</li> </ul> </li> <li>○ Edit Question <ul style="list-style-type: none"> <li>• Sample prompt and ideas can be found on Google <a href="#">Drop Survey</a> document</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Committee reviewed work on Drop Survey google doc and added and edited survey answer options</li> <li>• Suggestion to have checkmark as option to choose more than one reason</li> <li>• KD will be creating two different Qualtrics models to see how survey might look</li> </ul>	<p>KD will send draft of Drop Survey answer options to Student Equity chairs for their feedback and input by May 23<sup>rd</sup>. Committee will review input from SE for next round of survey revisions at the next meeting.</p> <p><a href="https://docs.google.com/document/d/13cfv75op_qRTIzUuVPMOAJji_ntDN-VHs-y14hXr-Hk/copy">https://docs.google.com/document/d/13cfv75op_qRTIzUuVPMOAJji_ntDN-VHs-y14hXr-Hk/copy</a></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>
<b>Issue Bin/Future Agenda:</b>			

**Drop Survey Process (cont.)**

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

**Future Meetings: Spring 2023 – May 23**