

<b>Committee Name:</b>	Student Success Committee		
<b>Members attending:</b>	Martin Aucoin, Scott Baker, Cheryl Contino-Conner, Johnathan Dean, Michael Despeaux, Mark Ellison (chair), Bethany Emory, Clyanne Hyde, Danell Moses, Barb Putman, Amy Russ, Debbie Smith, Dawn Wick, Jody Woodring		
<b>Date of Meeting:</b>	October 13, 2016	<b>Time:</b>	10:00 am
<b>Meeting Purpose:</b>		<b>Meeting Chair:</b>	Mark Ellison
		<b>Prepared By:</b>	Mark Ellison

**1. Discussion notes** (add rows as necessary)

- **Mike Despeaux** discussed the [Basecamp Climbing certification](#) available to students that will help them focus on researching and planning for professional careers.
- **Dawn Wick** reviewed the **Skilled Workers Get Jobs 2.0- Appalachian Impact National Science Foundation Grant**. The purpose of the grant is to identify ways to increase the number of girls and women involved in STEM related careers. The committee had a good discussion about ways to broaden the reach and impact of this grant. Suggestions were made including: working with the Women on the Way RAT (WOW); having a professional development day focused on the engagement of students in the classroom; pushing information out to female students taking calculus in high school; using female STEM instructors from high schools and SCC on the next billboard; hosting a roundtable discussion on the topic; and getting information to girls in middle school.

**The following RAT updates were provided:**

- **E-Learning (Bethany Emory):** *The Make E-learning Work For You* sessions have had good attendance of 40-50 so far. Bethany mentioned the crossover between committees and RATS and when a RAT may no longer be needed. Cheryl Contino-Conner (C3) indicated RATS are allowed to die, and some have.
- **Career (Mike Despeaux):** indicated that one meeting has been scheduled this fall. Career Coach information has been linked with program webpages which has resulted in increased traffic to program webpages. Martin indicated that Career Coach information is being linked in emails to prospective students.
- **Orientation RAT (C3):** The Orientation RAT is on auto pilot.
- **Women on the Way (Danell Moses):** WOW is coordinating weekly walks, breakfast meetings and other events which have been promoted via SCC email, posters, etc. Student participation has been very low.
- **MENToring RAT (Mark Ellison):** Grant funding was not requested this year due to the lack of student involvement. The anticipated impact on student success did not materialize.

## Other Business

- Discussion centered on the need to educate students about the importance of accessing email. The length of student email addresses was identified as problematic and inhibiting student use. The discussion evolved to address the quantity and quality of information students are receiving and the need to eliminate “white noise.” Several people mentioned students might be more inclined to check their email account and read what is sent if information is concise and to the point. C3 mentioned that a weekly summary email could be developed that includes several primary topics focused on student life, career, learning support, educational opportunities, financial aid, important dates and registration, career center, and a student story of the week (see figure 1 below). Martin Aucoin is working on a template. Discussion also focused on providing faculty tips on getting students to check email such as sending test answers or extra credit points without warning. It was also suggested that at the beginning of each semester faculty discuss the importance of checking email during the first class.
- Scott Baker indicated the website was being updated to have a responsive design for smart phones so it does not appear just as a small webpage. Responding to a question about where students go for assistance accessing the app, he indicated they can contact the IT help desk. My scc app. Need to get set up on phone app.

Figure 1: (Proposed SCC weekly update email contents/courtesy Cheryl Contino-Conner)

