



**UNIVERSITY OF MISSOURI-ROLLA**

**RETENTION COMMITTEE**  
**2006-2007 ANNUAL REPORT**

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## Executive Summary

The Retention Committee serves as an advisory committee appointed by the Chancellor to address key issues related to improving student retention and student academic success. During the 2006-07 academic year, the Retention Committee met every other week. This report includes a summary of the primary issues addressed during these meetings, *as they are reflected in the meeting minutes*.

In addition to the activities referenced in this report, departments such as Undergraduate & Graduate Studies, Enrollment Management, Admissions, Registrars, Freshman Engineering, and others make important contributions throughout the year that impact student retention. Those valuable contributions are recognized by this committee.

Since 2002, UMR has shown improvement in its first to second year retention rate (the measure of those first-time, full-time degree seeking freshmen who enroll in a given fall semester and re-enroll the following fall), increasing it from 83% to 87%. The university's developing strategic plan indicates the current goal for first to second year retention is 90%.

Although several factors may have influenced student retention (financial, academic, personal), the Retention Committee focused primarily on issues related to student academic success and personal responsibility. As a result, new campus programs and processes have been implemented to assist students to be more personally and academically successful at UMR. The details of those activities are included in this report.

Looking forward, the Retention Committee recommends the development and implementation of a formal academic recovery/student success program, specifically designed to assist probationary and academically deficient students in successfully completing their degrees at UMR.

Since key issues discussed by the committee all relate to the need to focus on student personal responsibility, the Retention Committee also recommends developing a formal mechanism for conveying the university's values, the academic rules and regulations, and the specific course expectations to students upon arrival at UMR and early in the academic year.

Additionally, the committee recommends the development of a Second Year Experience Program to help UMR sophomores succeed academically and complete their degrees at UMR.

## 2006-2007 Retention Committee Members

COMMITTEE CHAIRMAN: Harvest L. Collier, Vice Provost, Office of Undergraduate & Graduate Studies

1. Dana Barnard, Director, Thomas Jefferson Residence Hall
2. Meg Brady, Assistant Director Client Services, Information Technology
3. Stephanie Fitch, Instructor/Advisor, School of Management & Information Systems
4. Amy Gillman, Assistant to the Vice Provost, Office of Undergraduate & Graduate Studies
5. Jay Goff, Dean, Enrollment Management
6. Matt Goodwin, Student Program Admin., Student Life
7. Mary Ellen Kirgan, Instructor, Mathematics & Statistics
8. Gearoid MacSithigh, Associate Professor, Mechanical & Aerospace Engineering
9. F. Scott Miller, Assistant Director, Freshman Engineering Program, Assistant Professor, Materials Science & Engineering
10. Emily Petersen, Acting Director, Institutional Research & Assessment
11. Barb Prewett, Director, Student Affairs
12. Stephen Raper, Associate Professor, Engineering Management & Systems Engineering
13. Kristi Schulte, Coordinator, Residential Life
14. Lynn Stichnote, Director, Admissions
15. Laura Stoll, Registrar, Registrar's Office
16. Steve Watkins, Professor, Electrical & Computer Engineering

## Committee Background and Charge

The UMR Retention Committee is authorized and established by the Chancellor to:

- (1) Make a thorough study of attrition on the UM-Rolla campus;
- (2) Recommend specific steps which should be taken to increase the retention of UM-Rolla students; and
- (3) Implement approved specific steps which will enhance the retention of students, under the guidance of and with timely reports to the Chancellor's Council.

The committee is responsible for its internal organization, i.e. (1) its own rules or procedure; (2) appointment of subcommittees; and (3) estimated costs, subject to Chancellor's approval prior to commitment.

The UMR Retention Committee meets every other week (August through May) to discuss issues related to improving student retention and student academic success, and to implement new programs and processes that impact student retention.

Recommendations by this committee have been directly implemented by the Retention Committee and contributing departments.

## UMR Retention and Graduation Rates

In August 2006, UMR enrollment increased in every major (except Chemistry), and female student enrollment increased by 101 students. The UMR Enrollment Management Office reported that 60% of our enrollment growth was due to student retention.

Since 2002, UMR has shown improvement in its first to second year retention rate (the measure of those first-time, full-time degree seeking freshman who enroll in a given fall semester and re-enroll the following fall).

- From 2002 to the present, UMR has increased its second year retention rate from 83% to 87%.
- UMR's developing strategic plan indicates the current goal for second year retention is 90% by 2011.
- The six year graduation rate is currently 64%. The current goal for six year graduation rate is 70% by 2011.

A full report of Cumulative Retention & Graduation Rates of First-Time, Full-Time Degree Seeking Freshman, is included as Appendix A of this report.

## Key Issues Considered by the Committee

There are several factors that influence and/or serve as potential barriers to student retention:

- Financial (ability to pay);
- Academic (success);
- Social, emotional and personal issues;
- Student services (such as enrollment/advising experiences); and,
- Future expectations (job/employment issues).

Some specific actions taken by the committee that relate to the above list are:

- Academic Advising
- Academic Alert System
- Academic Dishonesty
- Assisting Probationary/Academically Deficient Students- The UMR Achieving Academic Excellence Program (Student Success Program)
- Best Practices for Addressing Student Retention (A review of recent ACT reports, recommendations and management guidelines)
- Instructor Drop Policy
- Learning Communities
- Mid-Grades & Drop Dates
- Scholastic Probation Form-Implementation
- Second Year Experience Program Development
- Spring 2007 Retention Survey (Enrollment Management phone survey)

## Committee Accomplishments for the 2006-2007 Academic Year

### **Academic Advising**

- Assisting undecided and probationary and academically deficient students is key to student retention. The Retention Committee helped to identify specific needs associated with the campus-wide coordination of advising, specifically identifying the needs of advising undecided and probationary and academically deficient students. The information will be utilized during the university's reorganization in structuring an academic advising office within the Office of Undergraduate Studies.

### **Academic Alert System:**

- The Academic Alert System was modified to comply with the newly established Instructor Drop Policy, approved by the Academic Council during FS2006.
- Additional modifications were made to the system during SP2007. Improvements were made to the reporting system and modifications were made to the email notification process.
- UMR faculty were encouraged to use the Academic Alert System and to inform students about the system on their course syllabi. Written guidelines were provided and are described in the memorandum referenced below.

### **Academic Dishonesty:**

- In August 2006, Vice Provost Harvest Collier established a memo for faculty including important information for course syllabi. Faculty were encouraged to provide a course syllabus that in addition to other important information includes information about UMR's Academic Alert System and the process for dealing with academic dishonesty issues. This memo, and an example course syllabus, was made available on-line at: <http://www.umn.edu/ugs> .

### **Achieving Academic Excellence- UMR Student Success Program**

- In January 2007, the Office of Undergraduate & Graduate Studies implemented the Achieving Academic Excellence program to assist probationary and academically deficient students. A full summary of this activity is provided in Appendix B of this report.



## **Scholastic Probation Form- Implementation**

- The Retention Committee established an academic regulations subcommittee to evaluate the current academic regulations regarding scholastic probation as well as academic dates. The evaluation was conducted to determine how to best assist UMR students in being academically successful.

The subcommittee recommended implementing a new “Notification of Scholastic Probation Form” in support of the current regulations, and not changing the current academic dates. The Retention Committee approved the implementation of the new form through the Registrar’s Office on May 2007.

A copy of the form is included in Appendix B of this report.

## **Second Year Experience**

- The Office of Undergraduate & Graduate Studies hosted a web conference on Using the Second Year Experience to Enhance Student Success. Information was collected to assist the committee with identifying the needs of second year students and developing best practices for serving our sophomore student population.

## Summary of Recommendations

1. Develop a campus-wide program designed to assist probationary and academically deficient students.

Recommended steps:

- a) Evaluate model academic recovery programs (such as Bradley University's Turning Point Retention Program, and Illinois State's Project Success Program).
  - b) Develop a mechanism for identifying probationary and "at-risk" students at UMR.
  - c) Develop a process to inform students and their advisors of their mid-term grades earlier in the semester.
  - d) Develop a formal process for encouraging and/or requiring student participation in the recovery program, utilizing tools such as advising, the Academic Alert System and the new Scholastic Probation Form.
  - e) Develop a mechanism to monitor and measure the academic success of participating students.
2. Develop a mechanism for conveying the university's values, the academic rules and regulations, and the specific course expectations to our first year students early in the semester. Consider peer-led initiatives to assist in raising awareness among students. The committee recommends the UMR Student Council begin discussing the issue at the beginning of the fall 2007 semester.
  3. Consider the formal development of a Second Year Experience Program to help UMR sophomores succeed academically and complete their degrees.

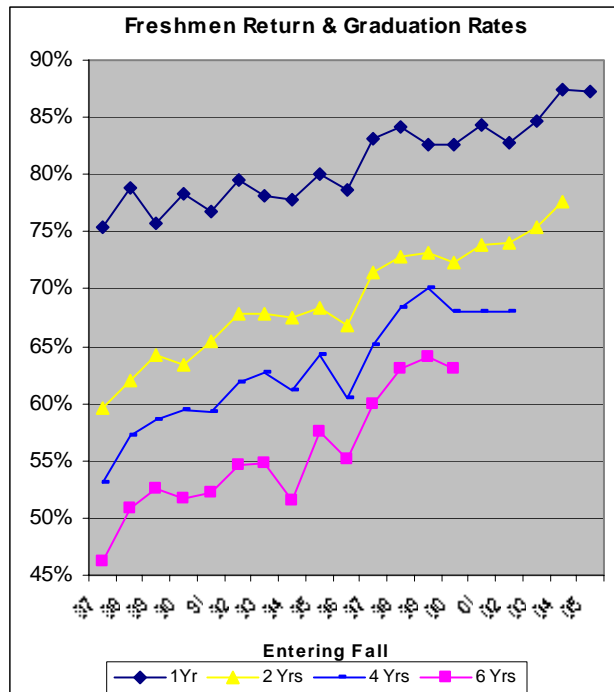
# APPENDIX A

## Cumulative Retention & Graduate Rates of First Time, Full Time Degree Seeking Freshmen

Class Entering:	%Returned or Received Degree After:					% Rec'd Deg After
	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs	6 Yrs

**TOTAL**

87	75%	60%	55%	53%	51%	46%
88	79%	62%	59%	57%	55%	51%
89	76%	64%	60%	59%	57%	53%
90	78%	63%	61%	59%	59%	52%
91	77%	65%	61%	59%	59%	52%
92	80%	68%	63%	62%	60%	55%
93	78%	68%	64%	63%	61%	55%
94	78%	67%	64%	61%	58%	52%
95	80%	68%	66%	64%	63%	57%
96	79%	67%	63%	60%	59%	55%
97	83%	71%	64%	65%	63%	60%
98	84%	73%	70%	68%	66%	63%
99	83%	73%	71%	70%	69%	64%
00	83%	72%	71%	68%	67%	63%
01	84%	74%	70%	68%	66%	
02	83%	74%	70%	68%		
03	85%	75%	70%			
04	87%	78%				
05	87%					

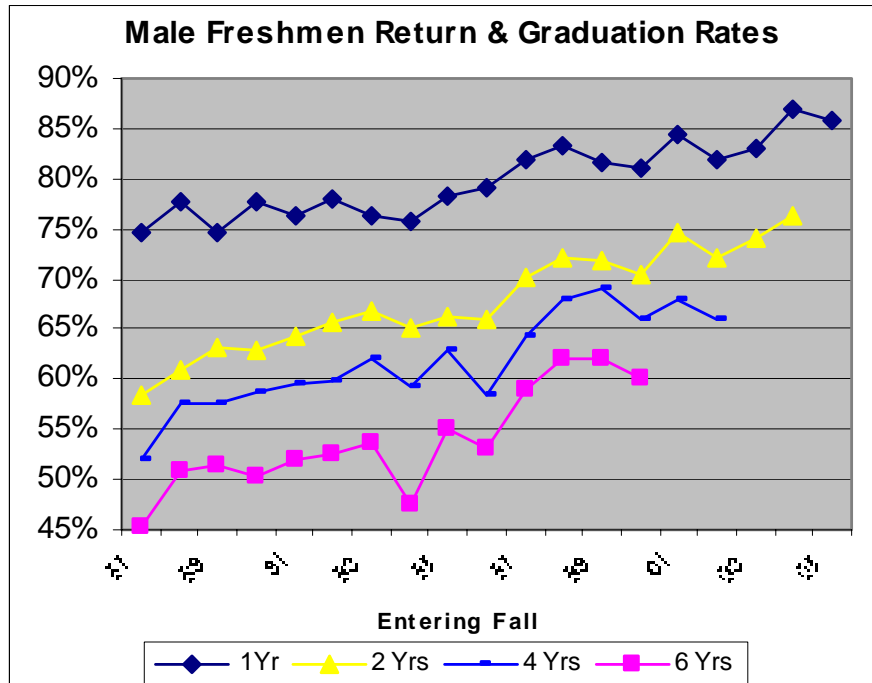


Class Entering:	%Returned or Received Degree After:					% Rec'd Deg After
	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs	6 Yrs

1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs	6 Yrs
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**MALE**

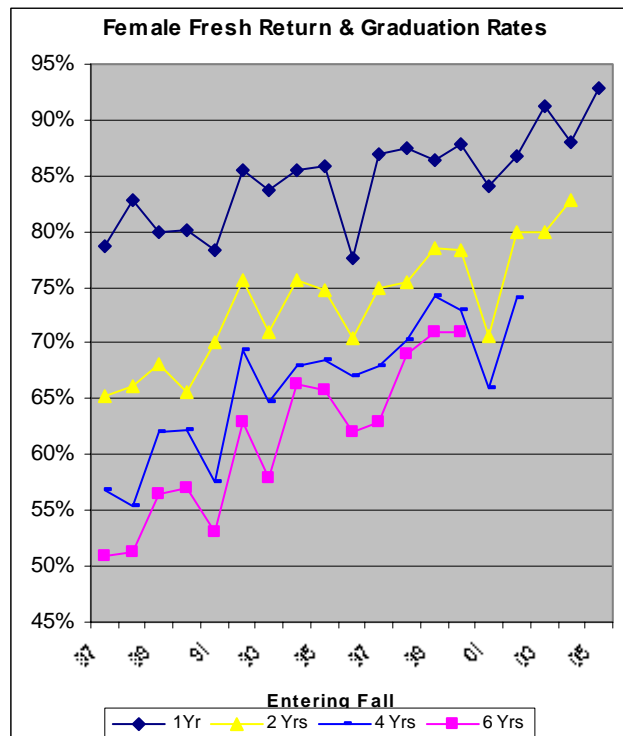
	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs	6 Yrs
87	75%	58%	55%	52%	49%	45%
88	78%	61%	58%	58%	56%	51%
89	75%	63%	59%	58%	56%	51%
90	78%	63%	60%	59%	58%	50%
91	76%	64%	61%	60%	59%	52%
92	78%	66%	61%	60%	58%	52%
93	76%	67%	63%	62%	60%	54%
94	76%	65%	61%	59%	56%	47%
95	78%	66%	64%	63%	61%	55%
96	79%	66%	61%	59%	57%	53%
97	82%	70%	63%	64%	62%	59%
98	83%	72%	69%	68%	66%	62%
99	82%	72%	70%	69%	67%	62%
00	81%	71%	69%	66%	65%	60%
01	84%	75%	70%	68%	67%	
02	82%	72%	69%	66%		
03	83%	74%	70%			
04	87%	76%				
05	86%					



Class Entering:	% Returned or Received Degree After:					% Rec'd Deg After
	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs	6 Yrs

**FEMALE**

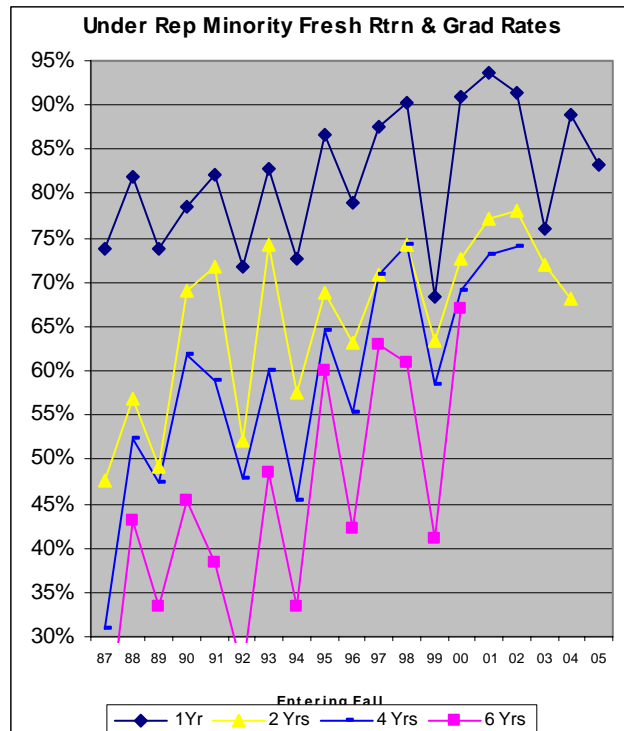
	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs	6 Yrs
87	79%	65%	58%	57%	56%	51%
88	83%	66%	60%	55%	53%	51%
89	80%	68%	64%	62%	60%	56%
90	80%	66%	65%	62%	62%	57%
91	78%	70%	63%	57%	59%	53%
92	86%	76%	72%	69%	67%	63%
93	84%	71%	69%	65%	63%	58%
94	85%	76%	73%	68%	66%	66%
95	86%	75%	73%	68%	70%	66%
96	78%	70%	69%	67%	65%	62%
97	87%	75%	68%	68%	67%	63%
98	87%	75%	74%	70%	68%	69%
99	86%	79%	78%	74%	75%	71%
00	88%	78%	75%	73%	73%	71%
01	84%	71%	67%	66%	63%	
02	87%	80%	77%	74%		
03	91%	80%	75%			
04	88%	83%				
05	93%					



Class Entering:	%Returned or Received Degree After:					% Rec'd Deg After
	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs	6 Yrs

**Underrepresented Minorities (American Indian, Black & Hispanic)**

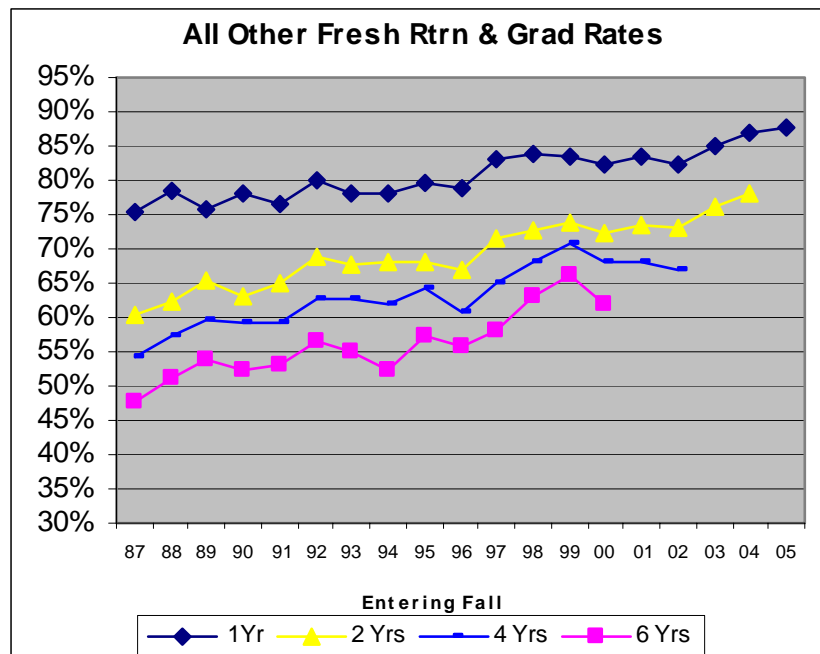
	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs	6 Yrs
87	74%	48%	48%	31%	31%	17%
88	82%	57%	55%	52%	45%	43%
89	74%	49%	46%	47%	46%	33%
90	79%	69%	64%	62%	57%	45%
91	82%	72%	64%	59%	62%	38%
92	72%	52%	48%	48%	43%	26%
93	83%	74%	60%	60%	63%	49%
94	73%	58%	52%	45%	39%	33%
95	87%	69%	69%	64%	64%	60%
96	79%	63%	58%	55%	55%	42%
97	88%	71%	75%	71%	67%	63%
98	90%	74%	71%	74%	74%	61%
99	68%	63%	59%	59%	56%	41%
00	91%	73%	73%	69%	63%	67%
01	94%	77%	73%	73%	70%	
02	91%	78%	80%	74%		
03	76%	72%	70%			
04	89%	68%				
05	83%					



Class Entering:	%Returned or Received Degree After:					% Rec'd Deg After
	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs	6 Yrs

**All Other (Asian/Pac Isl, Non-Res, Unknown, White)**

	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs	6 Yrs
87	76%	60%	56%	54%	52%	48%
88	79%	62%	59%	57%	56%	51%
89	76%	65%	61%	59%	58%	54%
90	78%	63%	61%	59%	59%	52%
91	76%	65%	61%	59%	59%	53%
92	80%	69%	64%	63%	61%	56%
93	78%	68%	65%	63%	61%	55%
94	78%	68%	64%	62%	59%	52%
95	80%	68%	66%	64%	63%	57%
96	79%	67%	63%	61%	59%	56%
97	83%	71%	64%	65%	63%	58%
98	84%	73%	70%	68%	66%	63%
99	84%	74%	72%	71%	69%	66%
00	82%	72%	71%	68%	66%	62%
01	84%	74%	70%	68%	66%	
02	82%	73%	71%	67%		
03	85%	76%	71%			
04	87%	78%				
05	88%					





# APPENDIX B

## Related Documentation



## MEMORANDUM

August 21, 2006

To: All UMR Faculty

From: Harvest L. Collier, Vice Provost, Undergraduate & Graduate Studies

**RE: Important Information for Course Syllabi-Fall 2006**

All faculty are encouraged to provide students with a course syllabus to emphasize the expectations that students must meet in order to be successful in the courses they are taking.

In addition to the important information that is typically included in a course syllabus, faculty are encouraged to include information about UMR's Academic Alert System, and the process for addressing academic dishonesty.

- **Academic Alert System** [www.campus.umn.edu/acalert](http://www.campus.umn.edu/acalert)  
All faculty are encouraged to utilize the online Academic Alert System in order to enhance the academic success of students in their courses. Students who receive an academic alert should be encouraged to take action by visiting with their academic advisor.
- **Academic Dishonesty** <http://campus.umn.edu/registrar/pdf/acareg04-06.pdf>  
Page 30 of UMR's "Student Academic Regulations" handbook describes the student standard of conduct relative to the System's Collected Rules and Regulations section 200.010, and offers descriptions of academic dishonesty including cheating, plagiarism or sabotage. Additional guidance for faculty is available on-line at <http://www.umn.edu/ugs>

Links and guidance materials, including an example course syllabus, are available on-line at <http://www.umn.edu/ugs/>, or by contacting the Office of Undergraduate & Graduate Studies at 573-341-7276.

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November 1, 2006

TO: All UMR Faculty

FROM: Harvest L. Collier, Vice Provost, Undergraduate & Graduate Studies

RE: **Guidance for Faculty on Student Academic Regulations & Academic Dishonesty**

The University of Missouri-Rolla's "Student Academic Regulations" handbook is available online at <http://www.umn.edu/registrar/>.

Page 30 describes the student standard of conduct relative to the system's Collected Rules and Regulations section 200.010. It offers the following descriptions of academic dishonesty including cheating, plagiarism and sabotage.

- **ACADEMIC DISHONESTY**, such as cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.

a. The term **cheating** includes but is not limited to:

- (i) use of any unauthorized assistance in taking quizzes, tests, or examinations;
- (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff;
- (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.

b. The term **plagiarism** includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or

agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

c. The term **sabotage** includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

Beginning on page 24 of this document is a description of the rules and procedures relative to adjudicating student conduct, including informal and formal dispositions.

Following are the steps to follow when dealing with these issues:

1. When dealing with student academic dishonesty issues, departments are encouraged to emphasize "due process" rather than "punishment" by first seeking an informal disposition for each situation. Most commonly, a resolution may be achieved between the instructor and the student with the assistance of the department chair.
2. The student may be requested to meet with those directly involved in the situation (such as the instructor, the chair, the advisor or others) to inform and explain to the student how his/her conduct has given rise to his/her situation. In many cases, this process results in the student receiving judgment (for example a failing grade on the specific assignment) or some other teaching/guiding assignment to benefit the student's understanding of the desired conduct.
3. In all cases where academic dishonesty occurs, a letter of notification describing the incident is drafted and placed in the student's file and a copy is provided to the student and to the Office of Undergraduate & Graduate Studies at 209 Norwood Hall. This process is important in dealing with repeat offenders.

For issues that cannot be resolved via informal disposition, the University System's applicable rules and regulations regarding formal dispositions are deployed.

If you have additional questions regarding these issues, please contact Vice Provost Harvest L. Collier in the Office of Undergraduate & Graduate Studies at 341-7276 or [hcollier@umr.edu](mailto:hcollier@umr.edu).

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The University of Missouri Rolla is committed to the success of its students by providing an environment conducive to teaching and learning. To ensure that every student takes full advantage of the educational opportunities and support programs on campus, the university has implemented the **Academic Alert System**.

The Academic Alert System is a web-based application that supports communication among instructors, advisors, and students. The system was a collaborative effort, developed and implemented by the UMR Retention Committee, Information Technology (IT) and the Office of Undergraduate & Graduate Studies (UGS).

The purpose of the Academic Alert System is to improve the overall academic success of students by:

- ❖ Improving communication among students, instructors and advisors;
- ❖ Reducing the time required for students to be informed of their academic status;
- ❖ Informing students of actions necessary by them in order to meet the academic requirements in the courses they are taking.

**How does it work?** Instructors can initiate academic alerts for students who are not meeting academic course requirements.

When an alert is initiated, an email is immediately sent to the instructor, the student, and the student's advisor. If the student fails to open the alert within one week, email notification is sent to the advisor.

Once a student has taken action, as recommended by the advisor, the instructor or the advisor may update the status of the academic alert on-line by entering a completion date. If completion dates are not entered by the established deadline, advisors are notified via e-mail as a reminder to follow up with the student and update the alert.

It is important for instructors to emphasize to students that the system is intended to assist them in succeeding in their courses.

Approximately 855 alerts were issued during the 2005-06 academic year. The root causes identified for the majority of alerts were lack of attendance and poor performance in the course.

Data indicates the Academic Alert System is a critical component in the retention of first year students, as the majority of academic alerts were issued to students in the Freshman Engineering Program last year. Therefore, UMR faculty are encouraged to utilize the system within the first few weeks of class, and throughout the semester as needed.

The Academic Alert System includes a customized reporting function which is available for use by all UMR departments at <http://campus.UMR.edu/acalert/> . Departments are encouraged to utilize the reporting function during mid term and at the end of each semester, and to remind faculty of the importance of using the system.

The system allows UMR to accurately report:

- ✓ The number of academic alerts issued each semester.
- ✓ The number of alerts a specific student is receiving.
- ✓ The number of students who receive/responded to academic alerts within specific departments.
- ✓ The measured positive impact on the success of students who received academic alerts.

### **Key Outcomes:**

- ❖ Improved communication and interaction among:
  - 1) students and instructors
  - 2) students and advisors
  - 3) advisors and instructors
- ❖ Communication of student responsibility.
- ❖ Increased accountability of academic advisors.
- ❖ Improved mechanism for monitoring student and advisor engagement.

### **Planned Improvements:**

1. Utilization of the system was lower than expected. Less than 20% of UMR instructors utilized the system last year. However, utilization of the system is expected to increase with increased awareness. UGS and IT will hold a series of informational sessions for UMR students and advisors throughout the year.
2. Both students and advisors play a critical role in the Academic Alert System. Therefore, UMR Departments are encouraged to help raise awareness about the utilization of the system and the importance of improving the mechanism for closing alerts and measuring the positive impact on student academic success.

For additional information about the Academic Alert System, please visit the on-line tutorial at: <http://campus.umn.edu/acalert/> , or contact the Office of Undergraduate & Graduate Studies at 341-7276.

# **ACHIEVING ACADEMIC EXCELLENCE**

## *A UMR Student Academic Success Program*

### Spring 2007 Summary Report

#### **UMR Faculty & Staff Workshop Instructors:**

Dr. Diana L. Ahmad, History & Political Science  
Dr. Jeff Cawfield, Freshman Engineering Program  
Dr. Harvest L. Collier, Office of Undergraduate & Graduate Studies  
Dr. Patti Fleck, Counseling & Academic Support Programs  
Dr. Ralph Flori, Interdisciplinary Engineering  
Stephanie Fitch, Management & Information Systems  
Dr. Larry Gragg, History & Political Science  
Dr. F. Scott Miller, Freshman Engineering Program

#### **Student Engagement:**

- UGS invited 537 UMR students to participate. (All probationary and academically deficient students)
- UGS encouraged participation by promoting the benefits of improved performance, (and providing free lunch).
- Focused promotion on FRESHMEN
- Academic Advisors required the participation of deficient students.

#### **Student Participation:**

65 students enrolled (approximately 12% of those invited)

52 students participated (approximately 10% of those invited)

- 77% male / 23% female participants
- 44% Freshmen  
17% Sophomore  
29% Junior  
10% Senior
- 25% Scholastic Probation  
75% Scholastic Deficiency

## **Workshop Attendance**

- 29% Attended all 6 sessions
- 25% Missed only 1 session
- 46% Missed 2 or more sessions

## **Summary of Key Survey Findings**

- The majority of participants were “quite a bit” satisfied with the overall program.
- The majority of students plan to improve their academic performance by “managing time more effectively” and “improving attention to academic tasks”.
- The majority of participants feel UMR should continue to offer the program to students, but feel it should be voluntary.

## **Next Steps**

1. Research model student academic success programs such as Bradley University’s *Turning Point Retention Program*, and Illinois State’s *Project Success* program.
2. Implement procedures outlined in the student academic regulations.
3. Assess student academic progress (of this cohort).



To: Department Chairs

From: Harvest Collier  
Chair UMR Retention Committee

Date: May 1, 2007

The UMR Retention Committee has approved a new form, Notification of Scholastic Probation, to better inform and manage students that have been placed on scholastic probation. Use of this form will begin in May, 2007.

Similar to the Notification of Scholastic Deficiency, after a fall or spring semester concludes, the following process will occur:

1. The top portion of the Notification of Scholastic Probation will be completed by the Registrar's Office and sent to the student's department.
2. The academic advisor will mark the appropriate action and sign the form.
3. The department chair will also sign the form and return it to the Registrar's Office.
4. The Registrar's Office will retain a copy in the student's file, limit the student's hours to a number indicated by the advisor (standard limit per academic policy will be 13), and send the form to the student. If the student has pre-registered and needs to reduce hours, the advisor will be notified.

# NOTIFICATION OF SCHOLASTIC PROBATION

(UNDERGRADUATE DEGREE PROGRAMS)

University of Missouri – Rolla

Office of the Registrar

**Name:** Joe Miner  
**Address:** 1870 Miner Circle  
Rolla, MO 65409

**Student ID:** 99999999  
**Date:** 03/20/2007  
**Major:** EL ENG-BS  
**Advisor:** Miner, Joseph

Your scholastic records show unsatisfactory academic progress and your current Academic Standing is **Placed on Scholastic Probation/Continued Probation** for the **WS2007 Semester**. As per the Student Regulations Handbook, Section IX, Article B, your continued enrollment in the department is approved subject to the requirements below. At the close of the semester, your academic progress will be reviewed, and a determination will be made as to whether conditions have been met to remove your probationary status.

- a) As per Student Regulations, you are required to limit your schedule for the upcoming semester to a maximum of 13 credit hours. In certain cases, your advisor may allow additional hours if indicated below:

Student is limited to \_\_\_\_\_ hours in the upcoming semester. \_\_\_\_\_ (advisor initials)

If you are currently enrolled in more than the maximum number of credits shown above, you must IMMEDIATELY revise your schedule in consultation with your advisor. If you do not take this required action before the second Monday of classes, your advisor may direct the Registrar to adjust your schedule in order to bring you into compliance. Please note that adjustment of your schedule after classes begin may result in monetary consequences.

- b) You are not required to resign from student organizations in which you are a member, but you may not join any other student organization, and you may not hold office in any organization.
- c) It is strongly suggested that you take the following action(s):

i) Make an appointment with \_\_\_\_\_ at \_\_\_\_\_ to discuss your situation.

ii) Contact \_\_\_\_\_ at \_\_\_\_\_ to register for UMR's student success course.

iii) Other: \_\_\_\_\_

\_\_\_\_\_  
Signature of Academic Advisor (or representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chairman (or representative)

\_\_\_\_\_  
Date

*Department: Sign and return to the Registrar's Office, copy will be mailed to Student*

# APPENDIX C

## 2006/2007 Meeting Minutes

# MINUTES

## **UMR Retention Committee Meeting**

May 17, 2007

8:15-9:15 AM

### **Members Present**

Harvest Collier, Stephanie Fitch, Amy Gillman, Jay Goff, Matt Goodwin, Jeff Cawlfeld, Barb Prewett, Lynn Stichnote, Laura Stoll, Steve Watkins, James Woner

### **Members Absent**

Dana Barnard, Meg Brady, Mary Ellen Kirgan, Gearoid MacSithigh, Emily Petersen, Stephen Raper, Kristi Schulte, Robert Whites

#### **I. Approval of Minutes** from 5-3-07 meeting.

The committee reviewed and approved the minutes as written.

#### **II. Academic Alert System-SP2007 Report**

Dr. Collier and Amy Gillman gave the following report: A) 639 academic alerts issued during the spring 2007 semester. B) 74% still open / 26% closed. C) The majority of alerts were issued due to lack of attendance or poor performance in the course.

For all OPEN alerts, the committee suggested comparing the student's mid-term grade to their grade at the end of the semester to determine if the student improved. The committee suggested comparing these results with all CLOSED alerts. In addition, the committee indicated it would be valuable to look at the correlation between probationary students and the academic alert system.

#### **III. Draft 2006/07 Retention Committee Annual Report**

The committee reviewed the draft annual report and made several suggested revisions.

-Jay Goff indicated he would provide a list of annual activities (such as retention reports, annual surveys, etc.) to be included in the report.

- Amy Gillman will modify the draft report and send it to Dr. Collier for review.

-Dr. Collier will send the modified draft to the committee for final approval.

-A copy of the final report will be sent to the Office of the Provost and the Office of the Chancellor. The report will also be made available on-line.

#### **IV. 2007-08 Retention Committee:**

**A. Committee Membership-** The committee discussed new membership for the 2007-08 academic year, including the possibility of a new chairperson.

-Jay Goff suggested including the Director (or a representative) of Residential Life. He also suggested looking at a faculty representation model to include key faculty members from Engineering, Math/Sciences, Humanities/Social Sciences, Business, Computing, Materials and Energy and other areas on the campus., Jay will provide a copy of this model for the committee's consideration.

- The committee also suggested key representatives for academic advising, freshman students and under-represented student groups.

-The committee discussed the possibility of electing a new committee chairperson.

-No decisions regarding committee membership/leadership were made. Therefore, it remains an issue that will need to be resolved during the 2007 summer semester.

**B. Priority Issues for Next Year-** Priority issues for next year are referenced on page 10 of the DRAFT Retention Committee annual report under the section titled *Summary of Recommendations*.

**Adjournment-** The meeting was adjourned.

# MINUTES

## **UMR Retention Committee Meeting**

May 3, 2007

8:15-9:15 AM

### **Members Present**

Harvest Collier, Stephanie Fitch, Amy Gillman, Mary Ellen Kirgan, Gearoid MaSithigh, F. Scott Miller, Emily Petersen, Barb Prewett, Stephen Raper, Laura Stoll, James Woner

### **Members Absent**

Dana Barnard, Meg Brady, Jay Goff, Matt Goodwin, Kristi Schulte, Lynn Stichnote, Steve Watkins, Robert Whites

- V. Approval of Minutes** from 4-19-07 meeting. The committee reviewed and approved the minutes from the 4-19-07 meeting, with two minor changes to section II. 2.

### **VI. Academic Alert System-Update**

The Office of Undergraduate & Graduate Studies (UGS) reported that the Academic Alert System has been recently updated. UGS provided the committee with a detailed list of modifications. In summary, improvements were made to the reporting system and modifications were made to the email notification process. The new version will be available to the campus on May 15, 2007. UGS will report SP2007 data at the next meeting.

Committee discussion: What is needed to make students respond to the alert? How do we contact these students and get them the assistance they need? The committee discussed the importance of making students aware of personal responsibility, and how the campus can inform students of the expectations, and values early in the semester. It was suggested that peer-led initiatives would be more effective. Dr. Collier recommended the Student Council begin having conversations about values and personal responsibility and discuss how to best remind their peers of these expectations. It was suggested that this issue be discussed by Student Council at the beginning in the fall semester.

### **VII. Retention Committee Annual Report**

The committee reviewed an outline of the 2006/07 Annual Report. The draft report will be provided for review at the next meeting.

**VIII. 2007-08 Retention Committee:**

**Committee Membership**

**Priority Issues for Next Year**

Dr. Collier asked the committee to share ideas regarding 2007/08 Retention Committee membership and priority issues for next year. James Woner indicated he would ask for the names of two students to replace him on the committee next year.

- IX. Last Meeting:** May 17, 2007, 8:15-9:15 AM, Silver & Gold  
Agenda items will include: 1) SP2007 Academic Alert System report, 2) Draft 2006/07 Retention Committee Report, and 3) 2007/08 Retention Committee Membership.

# MINUTES

## **UMR Retention Committee Meeting**

April 19, 2007

8:15-9:15 AM

### **Members Present**

Harvest Collier, Steve Raper, James Woner, F. Scott Miller, Gearoid MacSithigh, Mary Ellen Kirgan, Amy Gillman, Laura Stoll, Emily Petersen, Lynn Stichnote, Stephanie Fitch, Barb Prewett

### **Members Absent**

Dana Barnard, Meg Brady, Jay Goff, Matt Goodwin, Kristi Schulte, Steve Watkins, Bob Whites

- X. Approval of Minutes** from 3-22-07 meeting. The Committee reviewed and approved the minutes from the 3-22-07 meeting as written.

### **XI. Old Business**

#### A. Academic Regulations Sub-Committee Update:

1. The subcommittee met to review the academic dates and the results of the student survey. In general, students would like see all the dates moved later in the semester. The general opinion among other campuses is to make the date as close to the beginning of the semester as possible. Although this is in conflict with what the students want (according to those surveyed), the subcommittee feels the date change will not have a large impact on student retention. They are generally content with the current UMR academic dates, and have determined not to pursue this issue further at this time. The subcommittee recommends possible target work with instructors to give students more feedback earlier in the semester.

2. Student Feedback on Add/Drop/Hearer/Pass/Fail/Withdraw Dates –James Woner presented the results of the student survey. In general, students want the dates moved back as much as possible and want more feedback earlier in the semester. 292 students completed the survey. There are concerns that first year students are not as good at recognizing how well they are doing in their courses. Consideration should be given to implementing a student academic success course in early/mid semester. Identify a department to own the course or consider a university co-listed course.



## **XII. New Business**

### A. Retention Committee Annual Report-Outline

The committee discussed possible content for the annual Retention Committee report. A proposed outline was developed to include the following items:

- I. Executive Summary
  - A. Current Retention/Graduation Rates
  - B. Action Items/Campus Improvements
  - C. Committee Recommendations
- II. Activity Reports
- III. Minutes

## **XIII. Announcements**

A. UMR Outstanding Academic Advising Award Winners- Please join us for the awards ceremony on April 25, 2007 at 2:00 PM in St. Pat's A. *A campus reception, sponsored by the Office of Undergraduate & Graduate Studies, will immediately follow in the Miner Lounge.*

## **XIV. Adjournment**

The meeting was adjourned.

Next Meeting: May 3, 2007, 8:15-9:15 AM, Silver & Gold

# MINUTES

## **UMR Retention Committee Meeting**

March 8, 2007

8:15-9:15 AM

### **MEMBERS PRESENT**

Harvest Collier, Stephanie Fitch, Amy Gillman, Mary Ellen Kirgan, Gearoid MacSithigh, F. Scott Miller, Emily Petersen, Barb Prewett, Stephen Raper, Lynn Stichnote, Laura Stoll, Robert Whites, James Woner

### **MEMBERS ABSENT**

Dana Barnard, Meg Brady, Jay Goff, Matt Goodwin, Kristi Schulte, Steve Watkins

### **XV. Approval of Minutes**

The committee reviewed and approved the minutes from the 2-22-07 meeting with two minor corrections to Old Business- Section A.

### **XVI. Old Business**

#### **Agenda Items**

#### **A. Academic Regulations Sub-Committee:**

The subcommittee reported that the members collectively agree that it is not necessary to change the academic regulations at this point. Instead, they recommend that faculty begin enforcing the regulations that are already in place.

**1. Scholastic Probation Form:** Currently many students are not aware that they are on probation. Therefore, the subcommittee recommends implementing a new "Notification of Scholastic Probation" form in support of the current academic regulations. If approved by the Retention Committee, the form could be implemented in May 2007.

Draft copies of the form were distributed to the Retention Committee for review. The subcommittee explained that the Registrar's office will be responsible for completing the top portion of the form; and the academic departments will be responsible for completing sections A & C and sending the form to the students.

The Retention Committee reviewed the draft form and discussed the benefits of using a hard copy versus an electronic process. Retention

Committee members decided it is important to use a hard copy

Minor modifications to the form were recommended. A motion was passed to accept the modified form and move to implementing the form. The form will be implemented in May 2007.

**2. Add/Drop/Hearer/Pass/Fail/Withdraw Dates:** James Woner is currently collecting student opinions about withdraw dates. The next subcommittee meeting is in April and it will be discussed at that time. The subcommittee indicated that a change like this would require academic council approval to improve the policy. Discussion: Faculty are looking for a clearer picture of how students are doing before the early drop date. Suggest changing the dates so students can switch classes within the first week or two instead of waiting until the sixth week.

**B. Student Success Program Models:**

1. **Project Success-** Illinois State University
2. **Turning Point Retention Program-** Bradley University

Amy Gillman distributed information about two model academic success programs for the committee's review. Gillman asked the committee to email specific questions about the programs to her directly so she can collect the information requested.

**C. Follow Up Items- Spring 2007 Retention Report:** No report.

**XVII. Announcements**

**A. UMR Outstanding Academic Advising Awards Ceremony & Reception-**Wednesday, April 25, 2007, 2:00-4:00 PM- UMR Havener Center. Awards ceremony at 2:00 PM, reception immediately following.

**XVIII. Adjournment**

The meeting was adjourned.

# MINUTES

## **UMR Retention Committee Meeting**

February 22, 2007

8:15-9:15 AM

### **Guests**

LaKeisha Wheaton

### **Members Present**

Stephanie Fitch, Amy Gillman, Jay Goff, Mary Ellen Kirgan, Gearoid MacSithigh, F. Scott Miller, Emily Petersen, Barb Prewett, Stephen Raper, Kristi Schulte, Laura Stoll, Robert Whites, James Woner

### **Members Not Present**

Dana Barnard, Meg Brady, Harvest Collier, Matt Goodwin, Lynn Stichnote, Steve Watkins

### **Approval of Minutes**

The committee reviewed and approved the minutes from the 1-25-07 meeting with one minor revision to Old Business section B.

### **Old Business**

**A. Mid Grades & Drop Dates-** Gearoid MacSithigh presented a concept to the Retention Committee regarding mid grades and drop dates. A handout was provided and is attached to these minutes. He suggested UMR consider adjusting the sequential order of the dates. Committee comments:

- Laura Stoll indicated the UMR drop date may be too late in the semester. Students must drop within the first 6 weeks to avoid a WD. Because the early drop date in the 6<sup>th</sup> week, students find it difficult to get into another class.
- Mary Ellen Kirgan proposed moving the early drop date to the 2<sup>nd</sup> week, but keeping the hearer status where it is. During the last 3 weeks of the semester, students cannot drop or get a WD or anything-students cannot withdraw.
- Laura Stoll questioned the purpose of not allowing students to withdraw in the last 3 weeks of class.
- James Woner indicated he would like to see the early drop/preliminary assessment date switched. Sometimes he does not get his grade back until right at the early drop or after. He cannot make decisions in time and worries about not having a WD or failing the class.

- Stephanie Fitch suggested a pass/fail option.

Following the discussion, Jay Goff proposed we construct a model time table of what we currently do (with the early drop date, pass/fail, mid term grades and drop during last 3 weeks of class) and look at it as a group at the next meeting. Once the committee has reviewed the proposed model, it will consider drafting a proposal for review by academic council.

Laura Stoll suggested the subcommittee would address the issue. James Woner volunteered to serve on the subcommittee as a student representative of the Retention Committee.

## **B. Academic Regulations Sub Committee- Update**

Stephanie Fitch drafted a "Notification of Scholastic Probation form" for the committee's review. Committee Comments:

- Gearoid MacSithigh suggested that departments be able to impose conditions on students while they are on academic probation, and before they become academically deficient. He proposed UMR revise the form to require departmental conditions are met before student are released from probation. Currently, students are released from probation based only on grades.
- Jay Goff suggested the subcommittee meet to discuss the issue and include it in the proposed model for review by the committee at the next meeting.
- Stephanie Fitch is concerned about the timing of Academic Council's review and will therefore circulate a proposal for the Retention Committee to review via email before the next meeting. Comments can be shared electronically in advance.

## **New Business**

### **A. Spring 2007 Retention Report (LaKeisha Wheaton)**

LaKeisha Wheaton, of UMR Enrollment Management, gave an overview presentation of the 2007 Retention Report.

Key points:

- A survey was conducted among first time freshmen enrolled FS2006 who did not return SP2007. 74% (20) of the non-returning students were surveyed.
- The lowest GPA of non-returning students was 2.5.
- No trend was discovered regarding where the students were going. They left varied reasons.

- One student enrolled in community college- he felt he needed more academic assistance. He plans to later return to UMR.

Retention Committee members asked questions. LaKeisha will email additional information to answer questions raised by the committee. This information can be shared with the committee at the next meeting. In addition, new questions were proposed for the call-script. LaKeisha will forward a copy of the script to the committee for their review. Dean Goff confirmed that the Retention Committee is in favor of Enrollment Management continuing with the time frame for call surveys.

**B. Academic Alert System-** Amy Gillman provided the following information:

**Academic Alert System- SP2007 Report** (as of 2-19-07)

- 318 alerts issued
- 266 open / 52 closed
- 125 Instructors using the system (\*discussed increase)
- 157 advisors engaged

Top three departments issuing academic alerts:

1. Freshman Engineering (106)
2. Computer Science (26)
3. Mech. Engineering (21)

**C. Student Success Program Models:** Amy Gillman provided handouts that include specific information related to the following academic assistance programs. (Due to time constraints, the committee will hold discussion on each model at the next meeting.)

- 1. Project Success- Illinois State University**
- 2. Turning Point Retention Program- Bradley University**

**Announcements**

A. NACADA Advising Webinar- "*Components of a Successful Faculty Advising Program: Institutional Commitment, Professional Development, Incentives, and Recognition*", Thursday, 2/22/07, 1:00-2:30 PM, Silver & Gold

B. UMR Outstanding Academic Advising Awards- Nominations due 2/28/07.

The meeting was adjourned.

# MINUTES

## **UMR Retention Committee Minutes**

January 25, 2007

8:15-9:15 AM

### **Members Present**

Harvest Collier, Stephanie Fitch, Amy Gillman, Jay Goff, Mary Ellen Kirgan, Gearoid MacSithigh, F. Scott Miller, Emily Petersen, Stephen Raper, Kristi Schulte, Laura Stoll, James Woner

### **Members Not Present**

Dana Barnard, Meg Brady, Carl Burns, Gregory Gelles, Matt Goodwin, Lynn Stichnote, Steve Watkins, Robert Whites

### **Approval of Minutes**

The committee reviewed and approved the minutes from the 1-11-07 meeting with minor revisions to the wording in sections III-B-(2) and III-B-(3).

### **Old Business**

#### **A. Achieving Academic Excellence Program**

The program began January 22, 2007. Approximately 50 students are participating. Activities planned for the next session include:

- Student will receive results from their On-Course self assessment and the Learning and Study Strategies Inventory (LASSI). The results will be discussed.
- Dr. Ralph Flori will work with the students on time management issues.
- The students will be divided into smaller groups and assigned a faculty mentor.

#### **B. Review and discuss revised minutes from the 12-14-06 meeting.**

The committee reviewed the revised minutes from the 12-14-06 meeting and discussed how to best implement the recommended actions concerning scholastic probation. Committee comments:

- Concerned there will be resistance by the Academic Council. Who is going to implement this? How are we going to do it?
- Laura Stoll expressed concern: If this is stated and the academic regulations are changed- How does the Registrar's Office enforce these

regulations?

-Gearoid MacSithigh commented that early intervention is key. Amend the regulations so early intervention is possible.

-Harvest Collier called for a subcommittee to work on the issue. Laura Stoll volunteered to work with the subcommittee.

Committee members suggested the following people serve on the subcommittee: 1) the chairs of the two Academic Council committees (Lance Haynes/Academic Freedom and Bob Schwartz/RP&A), 2) a student from the Retention Committee, 3) one other Retention Committee member; 4) Jeff Smith from Student Affairs; and 5) possibly a Student Council representative that works with academic policies.

Laura Stoll voiced her concern about a referral to Academic Council, indicating these referrals are mounting and if we are going to do something, it needs to be well thought out and narrowly defined.

The following Retention Committee members volunteered to serve on the subcommittee: Stephanie Fitch, Gearoid MacSithigh, Laura Stoll (as a resource person only).

Steve Raper commented that it is important for students to take personal responsibility for their academic success. It will be important to incorporate this into any resources that are developed. The committee discussed ways to encourage student to take personally responsibility.

Dr. Collier raised concerns about resources to support the program. Who is going to teach the course? Where are the resources coming from? Stephanie Fitch indicated that our proposal to Academic Council may not need to be that specific.

Jay suggested looking again at Bradley University's retention program and possibly visiting their campus to gain additional information about their Turning Point Retention Program. Gillman suggested also looking at Illinois State's Project Success program.

## **New Business**

- A. **Mid Grades and Drop Dates- Due** to time constraints, this topic was not covered. It will be discussed at the next meeting.

The meeting was adjourned.



# MINUTES

## **UMR Retention Committee Meeting**

January 11, 2007

8:15-9:15 AM

### **MEMBERS PRESENT:**

Harvest Collier, Stephanie Fitch, Gearoid MacSithigh, Jay Goff, Matt Goodwin, F. Scott Miller, Emily Petersen, Stephen Raper, Laura Stoll, Steve Watkins

### **MEMBERS ABSENT:**

Dana Barnard, Meg Brady, Carl Burns, Wes Chappell, David Coe, Gregory Gelles, Amy Gillman, Mary Ellen Kirgan, Kristi Schulte, Lynn Stichnote, Robert Whites

- XIX. Approval of Minutes** from 12-14-06 meeting. The committee reviewed and approved the minutes with revisions to sections II-B to reflect the following motion by Stephanie Fitch:

“Stephanie Fitch made a motion that the Retention Committee recommend to the Academic Council that the Student Academic Regulations be amended to require students who are academically deficient or on scholastic probation to participate in student success activities offered on campus.”

### **XX. Old Business**

#### **A. “What Works in Student Retention?” (ACT Report/Survey)**

Harvest Collier shared copies of reports/surveys on from the ACT on “What Works in Student Retention?” from four-year public and four-year private colleges and universities.

Committee discussions and comments:

-Jay Goff shared summaries of ACT’s 2006 Retention Recommendations and Management Guidelines to address student concerns. (See Attached)

### **XXI. New Business**

#### **A. Advising Undecided Students-UMR Reorganization**

Harvest Collier offered a brief summary on the status of the process for establishing a new campus staff position whose role, in-part, will be to have

responsible for advising the undecided students that are currently being advised in the deans offices. Collier indicated that the position questionnaire and the position description were delivered to HR and he was awaiting word from that office on next steps.

### **B. Follow Up Discussion ID/Information on Deficient/Probation Students**

(1) Several perspectives were shared regarding providing advisors with information as early as possible in the semester on advisees in academic difficulty.

(2) Concern was also expressed for the timing needed in providing deficient student information/decisions from departments to allow students to retain their pre-registration classes for the next semester.

(3) There was discussion on the checking of pre-requisites and if this is being uniformly practiced by units on campus.

(4) There was also mention of the "Value of Advising" and how it should be recognized from the departmental perspective.

Harvest Collier indicated that the above 4 items would be part of the discussion at the March Chairs meeting.

## **XXII. Announcements**

**A. Achieving Academic Excellence-UMR Student Success Program** begins on January 22<sup>nd</sup>. Harvest Collier announced that Steve Raper would be joining the team to assist with the students participating in the program. Collier announced that presently, 48 students had requested to participate in the program.

### **B. New Learning Communities in the Residential College**

Harvest Collier announced that two new learning communities have been established in the Residential College to accommodate the increased number of students with the new building opening in Fall 2007.

The new communities are:

- (1) **Music, Theater and the Arts Learning Community** and
- (2) **First-Year Learning Community: Seeds of Success**. The new communities will be led by Dick Miller and Ralph Flori respectively.

## **XXIII. Adjournment**

# MINUTES

## **UMR Retention Committee Meeting**

December 14, 2006

8:15-9:15 AM

### **MEMBERS PRESENT:**

Harvest Collier, Stephanie Fitch, Amy Gillman, Mary Ellen Kirgan, Gearoid MacSithigh, F. Scott Miller, Emily Petersen, Lynn Stichnote, Laura Stoll, Steve Watkins

### **MEMBERS ABSENT:**

Dana Barnard, Meg Brady, Carl Burns, Wes Chappell, David Coe, Gregory Gelles, Jay Goff, Matt Goodwin, Stephen Raper, Kristi Schulte, Robert Whites

### **GUESTS:**

Jerry Hammons, IT and Dana Rapier, Registrar's Office

- XXIV. Approval of Minutes** from 11-2-06 meeting. The committee reviewed and approved the minutes with suggested revisions to sections II-A and II-B.

## **XXV. Old Business**

### **A. Campus-Wide Academic Advising Coordination**

Dr. Collier reported: The Provost approved a full-time position to handle advising activities previously conducted by the Dean's office. (Advising undecided and probationary and academically deficient students.) This position will be located within the Office of Undergraduate & Graduate Studies. Committee discussions and comments:

- How can we identify these students the first time they are placed on academic probation?
- Consider developing a formal probationary program, supported by academic policy, requiring students to participate in the recovery program.
- Continue discussions related to implementing academic skills development issues into first year courses.
- Consider application to inform advisors of students' early mid-term grades.

**Stephanie Fitch made a motion that the Retention Committee recommend to the Academic Council that the Student Academic Regulations be amended to require students who are academically deficient or on scholastic probation to participate in student**

**success activities offered on campus. The motion was approved.**

**B. "Advising Students on Academic Probation" Panel Discussion-**

Dr. Collier provided the committee with an update regarding the advising panel discussion held on 12-13-06.

**XXVI. New Business**

**A. Academic Alert System Modifications**

Jerry Hammons reviewed the planned modifications to the Academic Alert System. A list was provided to the committee. The following questions were asked:

1. Does UMR want all TAs to have access to the Academic Alert System? Or give access based on percentage of responsibility of the course?
2. Should instructors receive regular email notifications when a student does not respond to an alert or misses an established deadline, etc.?

The committee decided:

1. Limit TA access to those who actually teach courses. Do not give access to others.
2. Approve inclusion of instructors in email notifications.

**B. "What Works in Student Retention?" (ACT Report/Survey)**

Due to time constraints, the committee did not discuss this report. It will be reviewed at the next meeting.

**XXVII. Announcements**

**A. Call for Nominations- 2006/07 UMR Outstanding Academic Advising Awards-** Nominations packets due 2-28-07.

The Call for nomination for Outstanding Academic Advising Awards was distributed to the committee.

**XXVIII. Adjournment**

# MINUTES

## **UMR Retention Committee Meeting November 2, 2006 8:15-9:15 AM**

### **Members Present**

Dana Barnard, Carl Burns, Wes Chappell, David Coe, Harvest Collier, Stephanie Fitch, Amy Gillman, Jay Goff, Matt Goodwin, Mary Ellen Kirgan, Gearoid MacSithigh, Emily Petersen, Kristi Schulte, Lynn Stichnote, Laura Stoll

### **Members Not Present**

Meg Brady, Gregory Gelles, F. Scott Miller, Stephen Raper, Steve Watkins, Robert Whites

### **XXIX. Approval of Minutes**

The committee reviewed and approved the minutes from the 9/21/06 meeting.

### **XXX. Old Business**

#### **A. Academic Dishonesty- *Guidance for faculty & students***

Dr. Collier explained the informal process for dealing with issues related to academic dishonesty. He presented the revised guidelines and asked for the committee's additional insight.

#### Committee comments

- What is meant by "due process"? Is this different than "punishment"?
- Suggest developing a form that can be used by faculty as a template/guide for documenting these situations.
- Suggest looking to see what other UM campuses are doing to address meeting the collected rules.
- Instructor-awareness is key. Instructors should be aware of the collected rules and how to communicate the expectations to their students.
- Including the information in the syllabus is a good way to make students aware.

UGS has posted on-line guidance materials, and will consider the development of a form to help faculty document academic dishonesty issues.

#### Technology & Academic Dishonesty discussion:

- Discussed the need for faculty and students to be aware of these issues. The majority will take the path of least resistance. The issue is somewhat course specific. It's different in math than in history. Technology makes it easier for students to not reference other's work, especially in math and science courses.
- Instructors should make the expectations very clear with each assignment.
- Course files exist across campus and are heavily used by UMR students. Students

expect parallel assignments and exams (as they exist in the files).

-Faculty need to be aware of what is available technologically and otherwise so they know how to ask the right questions on homework and exams (to force student learning).

-We need to convey the academic rules, regulations and specific course expectations to our freshmen so they are aware.

### **B. Academic Advising- What are the specific needs for campus-wide coordination of advising?**

With the restructuring occurring, there will be a need to coordinate advising issues related to undecided students, academically deficient and probationary students, and others. There needs to be a significant recovery resource for students. Current retention goal is 90% by 2010. Assisting these students is key to improving retention. What are the specific needs?

#### Committee comments:

- Consider the improvement of Joe'SS.

-Students in transition from Freshman Engineering (FE) to their major department sometimes get confused. All prerequisites for FE must be met before students can move to their new department. Students are confused about who their advisor is while in FE. Students in transition should work with their FE advisor until they have completely transitioned to their major department.

Due to time constraints, this issue will be discussed further at the next meeting.

### **XXXI. New Business**

A. FS2006 Retention & Graduation Report for Full Time, First Time, Degree Seeking Freshmen (Provided by Institutional Research 10-10-06)

-The report was distributed, however, there was not time for discussion.

B. Academic Alert System Update

-Information was provided, however, there was not time for discussion.

### **XXXII. Announcements**

A. Upcoming Event-

Advising Students on Academic Probation- Panel Discussion-*Date TBD*

### **XXXIII. Adjournment**

# MINUTES

**UMR Retention Committee Meeting**  
**September 21, 2006**  
**8:15-9:15 AM**

## **Members Present**

Dana Barnard, Harvest Collier, Stephanie Fitch, Amy Gillman, Matt Goodwin, Mary Ellen Kirgan, Gearoid MacSithigh, F. Scott Miller, Stephen Raper, Kristi Schulte, Laura Stoll, Robert Whites

## **Members Not Present**

Meg Brady, Carl Burns, Wes Chappell, David Coe, Gregory Gelles, Jay Goff, Emily Petersen, Lynn Stichnote, Steve Watkins

## **Guests Present**

Eddie Grover-Bisker, Angela Perkins

## **Welcome**

New Members:

Wes Chappell and David Coe, UMR Student Council

## **Approval of Minutes**

The committee reviewed and approved the minutes from 9-7-06 meeting with the correction of one minor typographical error.

## **Old Business**

### **XXXIV.** Academic Dishonesty- Guidance for faculty and students:

Dr. Collier discussed the formal process UMR has in place to deal with issues of academic dishonesty and the guidelines that are offered for faculty and departments regarding informal dispositions of these issues.

Dr. Collier distributed a memo dated September 1, 2006. Retention Committee members provided comments and suggested revisions.

General discussion topics included:

- The importance of documentation.
- What is UMR's procedure for controlling these types of records? How well is this process understood by the faculty?
- What is the procedure for handling issues of academic dishonesty in the research lab?

### **New Business**

- A. Information was shared from the 'Second-Year-Experience' Web-cast:
- Transitional issues are key
  - Many components already in place. Focus on Academic Advising, Res. College, Undergraduate Research, Service Learning, Career Opportunities.
  - Sophomores deal with identity issues: Who am I? Where am I going?
  - Consider summer activities focused on sophomores- include transfer students.
  - Consider a letter to welcome sophomores back to campus.
  - Consider asking academic departments to offer a formal welcome for new majors, etc.
- B. Academic Advising- What are the specific needs for campus-wide coordination of advising?  
Due to time constraints, this topic was not discussed. It will be addressed at the next meeting.

### **Announcements**

- A. UMR Academic Advising Conference: Oct. 3, 2006- Advising 101-The Basics, 1:00-2:30 PM, Carver-Turner Room, Havener Center
- B. HLC Re-Accreditation Self Study- Data Collection Plan
- C. October Meetings- CANCELLED. Next meeting is November 2, 2006.

The meeting was adjourned.



# MINUTES

## UMR Retention Committee Minutes

September 7, 2006

8:15-9:15 AM

### Members Present

Dana Barnard, Harvest L. Collier, Stephanie Fitch, Amy Gillman, Matt Goodwin, Mary Ellen Kirgan, Gearoid MacSithigh, F. Scott Miller, Emily Petersen, Stephen Raper, Laura Stoll

### Members Not Present

Meg Brady, Carl Burns, Gregory Gelles, Jay Goff, Kristi Schulte, Lynn Stichnote, Steve Watkins, Robert Whites

### Approval of Minutes

The committee reviewed and approved the minutes from the 8/24/06 meeting with one minor revision.

### Old Business

#### A. Probationary/Deficient Students Enrolled FS2006

The committee reviewed the following report.

**University of Missouri-Rolla  
Academic Probation/Deficiency Report  
SP2006-FS2006**

Negative Action-End of SP2006	Enrolled FS2006
493 Students total	371 Students Total
85% Male 15% Female	84% Male 16% Female
22% (111) Freshmen 25% (124) Sophomores 24% (117) Juniors 29% (141) Seniors	13% (51) Freshmen 23% (86) Sophomore 29% (103) Junior 35% (131) Senior
37% (183)- Placed on Scholastic Probation 5% (23)-Continued Probation 45% (224)- Scholastic Deficiency 13% (64)-Dropped-Scholastic Deficiency	41% (153)-Placed on Scholastic Probation 5% (19)-Continued Probation 47% (174)- Scholastic Deficiency 7% (25)-Dropped-Scholastic Deficiency

Dr. Collier referenced an article provided by Dr. Schonberg concerning academic

dishonesty in engineering disciplines. The committee asked how many students on probation are now in good academic standing. What are the success stories?

## **B. 2006/07 Retention Committee Action Items**

- **Academic Dishonesty**

The committee suggested that many students do not understand how their actions can be interpreted as cheating.

Dr. Collier has established some guidelines for faculty regarding informal dispositions of academic dishonesty issues. How can instructors communicate "What is academic dishonesty? He will start the process of informing the campus and raising awareness about academic dishonesty-How do we define it, How do we address it?

The Retention Committee will continue to discuss the issue and consider the possible development of a subcommittee.

- **Retention Committee Annual Report**

The committee will present the report to the Provost (and possibly the Chancellor) at a future meeting (date to be determined).

- **Probationary/Deficient Students**

The committee asked if there a plan to continue the pilot program to assist students. Stephanie Fitch has a group of students who are interested. They are participating in a similar program through Counseling and Academic Support Programs (Patti Fleck in the Counseling Center is working with approximately 8 students this semester.)

Dr. Collier indicated he would like to develop a formal process for addressing the issue. The committee will continue the discussion at future meetings.

- **Academic Advising**

The committee discussed the need to improve the academic advising program by formalizing advising practices campus-wide. The committee will continue discussions to identify the specific needs related to the campus-wide coordination of advising, and how to assist students on academic probation.

- **The Second Year Experience**

Dr. Collier distributed a proposed list of action items for beginning the development of a second year experience program at UMR. (See

discussion items below.)

- **Academic Alert-Instructor Drop Policy**

Due to time constraints, this topic will be addressed at a future meeting.

## **New Business**

### **A. Development of a Second-Year-Experience Program**

Dr. Collier distributed a proposed list of action items for beginning the development of a second year experience program at UMR. He asked the Retention Committee to consider these items and to discuss arriving at a list of needs to help UMR sophomores be successful and complete their degrees.

Discussions related to the handout:

- What are the needs of our second year students?
- What best practices need to be in place to serve sophomores at UMR?

Top issues expressed by UMR students include:

1. Academic success
2. Resources to support personal and professional development
3. Stronger correlation of academic study with the real world
4. Building relationships and networking

## **Announcements**

**A. UMR Academic Advising Conference:** Sept. 11, 2006- UMR Academic Alert System-12:00-1:30 PM, Havener Center

**B. Using the Second Year Experience to Enhance Student Success-Web Conference-**September 20, 2006, 1:00-2:30 PM, Location TBD

The meeting was adjourned.

# MINUTES

## **UMR Retention Committee Minutes**

August 24, 2006

8:15-9:15 AM

### **Members Present**

Dana Barnard, Meg Brady, Harvest Collier, Stephanie Fitch, Amy Gillman, Jay Goff, Mary Ellen Kirgan, Gearoid MacSithigh, F. Scott Miller, Emily Petersen, Stephen Raper, Kristi Schulte, Lynn Stichnote, Laura Stoll, Steve Watkins

### **Members Not Present**

Carl Burns, Gregory Gelles, Matt Goodwin, Robert Whites

### **Old Business**

#### **C. 2005/06 Retention Committee Annual Report**

The Committee reviewed and commented on the draft annual report. The report was approved with a few minor revisions. Committee members recommended that the report be presented to the Chancellor and Provost during a regularly-scheduled Retention Committee meeting.

The committee discussed the current status of Section VII of the report (Instructor-Initiated Drop Policy). Stephanie Fitch indicated that this issue was addressed by the Academic Freedom & Standards (AFS) Committee last year. The issue is still active. Laura Stoll mentioned an article about KU changing their drop date.

#### **D. Academic Alert System: 2005-06 Summary**

The committee reviewed the summary Academic Alert System handout, provided by the Office of Undergraduate & Graduate Studies. Minor revisions were suggested. The committee discussed the need to communicate that either instructors or advisors can close out an academic alert. The current application is set up to notify academic advisors when students do not read an alert, or when students miss a deadline for completing recommended actions. Technical programming revisions would need to be made in Phase II of the project to include instructors in these email notifications. Additional discussion on this topic will occur at the next meeting.

### **New Business**

#### **A. Close of Registration Enrollment Grid FS2006**

Dean Jay Goff presented the FS2006 Close of Registration Enrollment Grid. Dean Goff reported the new freshman total is 980 students. He explained that enrollment is up in every major except Chemistry, and female student enrollment

is up by 101 students.

Dean Goff indicated that 60% of our enrollment growth is due to retention. He also indicated there is no direct relation between class size and student retention or academic success. Lynn Stichnote mentioned the Retention Committee plays an important role in helping to spread this message to the campus.

Vice Provost Harvest Collier announced the new first year retention goal is 90%. He also indicated the need to develop a "second year experience" for UMR students.

**B. Probationary/Deficient Students Enrolled Fall 2006**

The committee reviewed a summary provided by the Office of Undergraduate & Graduate Studies. Due to insufficient time, this topic was tabled until the next meeting. Laura Stoll will provide an updated report for consideration at a future meeting.

**C. 2006/07 Retention Committee Action Items**

Due to insufficient time, this topic was tabled until the next meeting.

**Announcements**

**A.** UGS Open House- September 6, 2006, 2:00-4:00 PM, 2<sup>nd</sup> floor Norwood Hall

**B.** Admissions at a Glance- August 30, 2006, 11:00 AM – 2:00 PM

**Next Meeting**

The committee reviewed the 2006-07 meeting schedule. The Oct. 19 meeting was cancelled due to Homecoming and the inability to meet in the Havener Center. The committee discussed the possibility of meeting less frequently, but decided to continue meeting every two weeks.

Discussion topics for the next few meetings will include:

- Probationary/Deficient Student Enrolled FS2006
- 2006/07 Retention Committee Action Items
- Academic Alert System

The meeting was adjourned.