



RETENTION COMMITTEE
2007-2008 ANNUAL REPORT

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Introduction

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 2007-08 academic year, the Retention Committee met every other week. This report includes a summary of the primary issues addressed by the Retention Committee, as reflected in the 2007-08 meeting minutes and summarized in the Institutional Self Study Report.

In addition to the activities referenced in this report, many Missouri S&T departments make important contributions throughout the year that impact student retention. Those valuable contributions are recognized by this committee. Recommendations by this committee made throughout the year have been directly implemented by the Retention Committee and these contributing departments.

Committee Background and Charge

The Missouri S&T Retention Committee is authorized and established by the Chancellor to:

- (1) Make a thorough study of attrition on the Missouri S&T campus;
- (2) Recommend specific steps which should be taken to increase the retention of Missouri S&T 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 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.

2007-2008 Retention Committee Members

Co-Chairs:

Dr. Harvest L. Collier, Vice Provost, Office of Undergraduate Studies
Dr. F. Scott Miller, Assistant Director, Freshman Engineering Program

Committee Members:

Kimberly Frazier, Manager, Undergraduate Advising Office
Amy Gillman, Assistant to the Vice Provost, Office of Undergraduate Studies
Jay Goff, Dean, Enrollment Management
Dr. Larry Gragg, Chair, History & Political Science
Sunnie Hughes, Director, Student Diversity & Academic Support Programs
Mary Ellen Kirgan, Instructor, Mathematics & Statistics
Barb Prewett, Director, Student Affairs
Dr. Stephen Raper, Assoc. Professor, Engineering Management & Systems Engineering
Kristi Schulte, Assistant Director, Residential Life
Lynn Stichnote, Director, Admissions
Laura Stoll, Registrar, Registrar's Office
Suzanne Schroer, UMR Student Representative
Dr. Thulasi Kumar, Director, Institutional Research & Assessment
Dr. Christa Weisbrook, Lecturer, Engineering Management & Systems Engineering

Missouri S&T Retention and Graduation Rates

Since 2001, Missouri S&T has employed many new retention strategies and tactics. (See Appendix B for a full list.) In August 2006, Missouri S&T enrollment increased in every major (except Chemistry), and female student enrollment increased by 101 students. The Missouri S&T Enrollment Management Office reported that 60% of the enrollment growth was due to student retention.

Since 2002, Missouri S&T 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 current goal for first to second year retention is 90%.

Building upon the successful efforts to improve the retention rate of first-year students, the campus needs now to focus upon the second year student's academic, personal, and professional development.

In order to achieve the organizations' strategic goal to "grow overall enrollment to 6,550 by 2011" by increasing "1st to 2nd year retention to 90%" and by "implementing a plan

to improve 2nd-to-3rd year retention by 2%” [Missouri S&T Strategic Plan FY2007-FY2011], Missouri S&T recently established two new positions within the Office of Undergraduate Studies. These positions will manage and coordinate the programming and first and second-year-student-centered activities; develop and implement new programs necessary to improve the academic success and retention of students, and evaluate and assess the impact of these programs for continual improvement.

The University’s six year graduation rate is currently 61%, with a goal of 70% by 2011. The six-year graduation rate represents a significant improvement in recent years. The Retention Committee, along with many campus departments, has established a variety of processes and programs that have collectively contributed to a marked improvement of the Missouri S&T retention and graduation rates.

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 Addressed by the Retention Committee 2007-2008

Student Academic Success

Academic Alert System

The Retention Committee receives updates on the Academic Alert System and its impact on student academic success. Through assessment, we have learned that 99% of all probationary students at Missouri S&T receive an academic alert. This informs us that the Academic Alert System is a valuable tool for communicating with probationary students, and students at risk for being placed on probation.

The campus should continue to refine the Academic Alert System to better assist probationary and deficient students. This effort would improve the learning environment on campus and should improve retention.

On-Track Academic Success Program

The Undergraduate Advising Office established the On-Track Academic Success Program in August 2007. On-Track is an academic success course designed to assist students on academic probation, deficiency or simply interested in improving their self-management, motivation and study skills. This program incorporates seminars, campus resources, success workshops, advising conferences and peer mentors to empower students to become self-directed and motivated learners. In fall 2007, the Office invited 383 probationary and deficient students to participate in a series of seminars and workshops on self-confidence, self-motivation, self-management, time management, note-taking and study skills, preparing for exams, managing stress and anxiety, and career goals. Forty-seven students participated and ninety-two percent of those surveyed reported being more motivated to improve their academic performance than before taking

the “On Track” program. More importantly, sixty-eight percent of participating students raised their GPA. During the Spring 08 semester, 71% of students who participated in the On Track course were able to raise their cumulative GPA by at least 0.5 and in some cases, up to 3 grade points. There was a positive correlation between the rise in GPA and students who attended four or more seminars.

The Retention Committee receives regular updates on the On-Track Academic Success Program and the impact it has on student academic success.

Probationary and Academically Deficient Students/ Scholastic Probation Form Implementation

The Retention Committee recently approved a new form, “Notification of Scholastic Probation,” to better inform and manage students that have been placed on academic probation. This form allows departments to strongly suggest actions that students should take to improve their academic status. Departments may use this form as a means for encouraging students to participate in the new academic recovery program. Use of this form began in June 2007.

Disability Support Services

In addition to services like the Academic Alert System and the On-Track Academic Success Program, a number of other services on campus contribute to student success. The Office of Disability Support Services (DSS), provides services that complement the academic experience by ensuring that academically-qualified students with disabilities have access to programs and activities to find solutions to problems they encounter on campus.

DSS met with the Retention Committee in October 2007 and reported that more students are coming in to the university with disabilities. Five years ago there were 89 students with registered disabilities. Currently 164 Missouri S&T students have registered disabilities:

- 36%- Learning Disabilities
- 45% Attention Deficit Disorder (ADD)
- 25%- Psychological Disorders (These numbers are rising.)
- 16%- Health Related (physical) Disabilities
- [25%- Multiple Disabilities]

DSS indicated that there are many more students at Missouri S&T with disabilities, but they have chosen not to disclose them.

International Student Retention

Second Year Retention

Missouri S&T’s Strategic Plan [FY2007-FY2011] calls for a plan to improve 2nd-to-3rd year retention by 2%. As a result, the Office of Undergraduate Studies is developing a Second-Year-Experience Program. The Second-Year Experience Program is designed to

assist second-year students transition from their first year at Missouri S&T through their sophomore year. The primary focus of the Second-Year Experience is to provide student awareness and engagement relative to strengthening their successful achievement of 2nd-year student educational goals. These programs include promoting competence development, academic development, personal autonomy, personal identity and developing purpose relative to their educational and professional pursuits.

Above all, Missouri S&T Second-Year Programs seek to provide students with strategies and resources to cope with a significant period of discovery and commitment for completing their degrees. The Office of Undergraduate Studies will begin promoting second-year programs during the latter half of the spring semester. Freshman students will be encouraged to establish expectations of returning to Missouri S&T based on knowledge of the opportunities and resources to address meeting their expectations and engagement in personal and professional development through utilization of resources available on the campus. A series of strategic, through-the-summer communications using the Success Chain communication network and a sophomore fall reception will serve as mechanisms to maintain a high level of student awareness of expectations, resources and engagement.

Undergraduate Advising

The Undergraduate Advising Office was established in July 2007 to advise undecided undergraduates and academically deficient students (formerly advised by the Dean's offices). All Missouri S&T instructors, advisors and departments are encouraged to refer deficient students to the Undergraduate Advising Office for assistance. The office will also provide student academic recovery sessions, faculty advising development conferences, campus outstanding academic advising awards and advising best practice tips and training.

Using “On-Course” Principles in Freshmen Engineering (FE 10)

FE10 instructors are using On Course principles in the classroom this year as a way to emphasize student responsibility. On-course instruction methods get students engaged in hands-on activities in the classroom. The Freshmen Engineering reports the use of these teaching methodologies is helping to make the class more student-success focused.

The Importance of Prerequisites for Student Success

In October 2007, the Undergraduate Advising Office hosted a panel discussion for advisors titled “The Importance of Prerequisites for Student Success”. The Retention Committee discussed the outcomes of this session and suggested a similar session be scheduled for the spring semester.

University Values and Academic Rules & Regulations

The Retention Committee discussed ways to develop mechanisms for conveying the university’s values, the academic rules and regulations, and the specific course expectations to our first year students.

Non Returning Students-Survey Results

The Registrar's office conducts follow up phone surveys with non-returning students. The results of these surveys are reported to the Retention Committee each fall.

In fall 2007 the Registrar's Office reported that two telephone surveys and email follow-ups with "first-time, full-time degree-seeking students" who did not return for their second year to Missouri S&T revealed that while they were essentially happy with their Missouri S&T experience they were going to switch majors or they needed to leave because of financial reasons. The report also revealed that having a more diverse campus, both demographically and in program offerings, would reduce the rate of the departure of some non-returning students.

2007 PRO Survey Results

In October 2007, New Student Programs presented the results of the fall 2007 PRO student survey. The results indicate 69% of students expect to complete their degree in 4 years, 23% expect to complete in 5 years, and only 6% of entering students expect it to take 6 years or more. 85% of students want to do a co-op (but also want to complete their degrees in 4 years). In addition, the survey reports 75% of students receive financial aid, and 75% indicate they have to work while taking classes.

The committee suggested a second survey would provide beneficial information about debt and financial issues facing our first and second year students. In addition, the committee suggested including new questions related to academic advising and student-faculty engagement expectations.

Student Satisfaction Survey (Subcommittee)

The Retention Committee established a Student Satisfaction Subcommittee to develop a list of questions to be included in the spring 2008 survey. The Student Satisfaction Survey will provide the university with information about student satisfaction of the campus community and will highlight opportunities for campus improvements in areas related to advising, course registration, physical facilities, library services, dining services, residential life and others.

In May 2008, the subcommittee reported 970 survey responses had been received (approximately 17% participation). The subcommittee anticipated 25-35% participation by June 2, 2008. The Retention Committee will examine the results of the survey in fall 2008.

Parental Involvement/Dealing with Family Issues

The campus has begun to develop better ways to interact with parents of its students to measure their level of satisfaction. Currently, parents respond to a survey when they accompany their sons and daughters to the Preview, Registration and Orientation Programs. The results of this survey were presented to the Retention Committee in October 2007. On a scale of one to five, the parents who attended the nine PRO sessions in 2007 gave the campus an assessment of 4.5 for its orientation and registration process. This is a critical consideration given that the number of parents attending these sessions

has grown much more rapidly than the number of students attending. In 2000, there 615 “guests” and in 2007, there were 1,703.

New Student Programs indicated that families want to be involved; however, the campus does not have a central contact for families. They suggested we move towards a process for developing a centralized place on the campus that handles family-related issues.

In late 2007, the campus Retention Committee began exploring ways to address parental involvement including a web site for parents and developing a parents’ newsletter. The Retention Committee collectively agreed that although the family communication issue is an important one, it does not relate closely enough to mission of the Retention Committee for it to be a project led by the committee. However, the committee decided to send forth a recommendation to the Chancellor and the Executive Committee suggesting the Parents Association should have a heightened presence, and a permanent home, and departmental sponsor.

Student/Faculty Engagement / Strategies for Improving Student/Faculty Engagement

Student-faculty engagement is a critical factor in developing a positive learning environment.

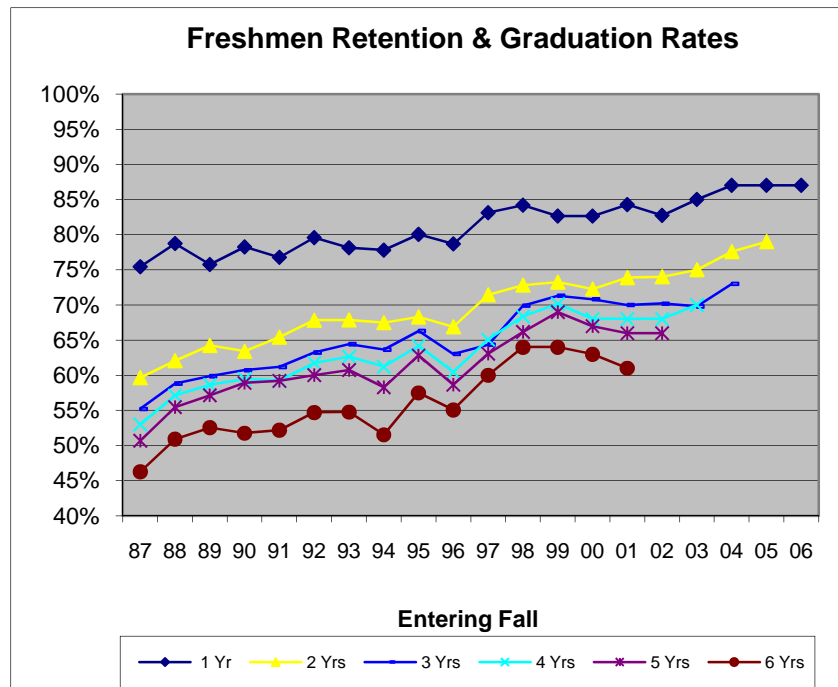
- National Survey of Student Engagement (NSSE) results for 2004 and 2006 indicated that senior students’ score of “student interactions with faculty members” was increased from 40.8 to 43.5.
- In a survey recently conducted by the New Student Programs office, it was reported that “93% of students expect faculty engagement outside the classroom”.
- In March 2008, Student Council presented the results of their “What Students Expect from Their Professors” survey. This survey is conducted annually by the Missouri S&T student council. All Missouri S&T students were given the opportunity to participate in the survey between Thanksgiving and finals week of the fall semester.

498 students participated in the survey this year. The results of this survey supports the results of the NSSE and PRO surveys, indicating students expect to be engaged with the faculty outside of class. 80% of the students who completed the survey feel it is important that professors are willing to meet with students outside of class and office hours. 62% of students who completed the survey feel it is important that professors support learning centers (LEAD sessions) for classes that have them.

APPENDIX A

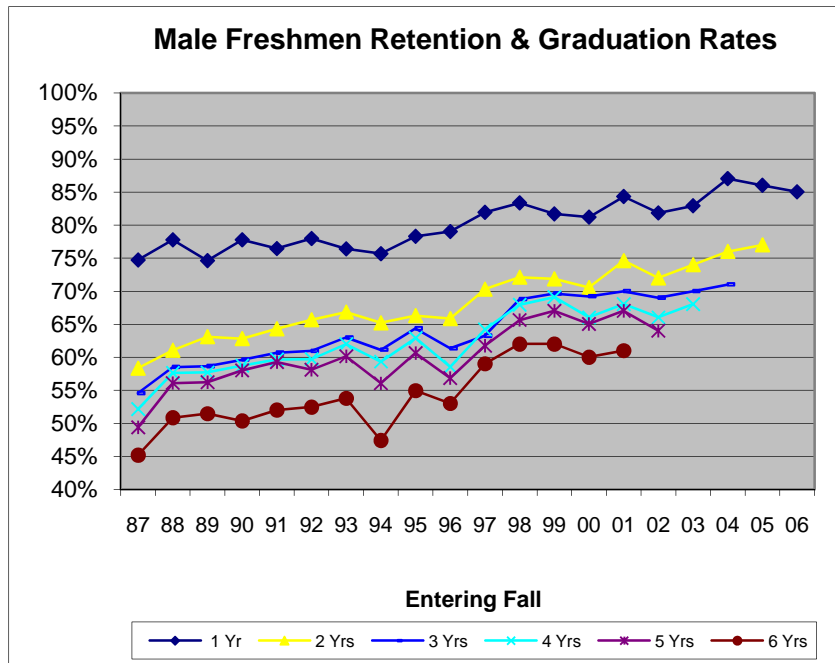
Cumulative Retention & Graduate Rates of First Time, Full Time Degree Seeking Freshmen

Class Entering	% Returned or Received Degree After						% Rec'd Deg After
	1 Yr	2 Yrs	3 Yrs	4 Yrs	5 Yrs	6 Yrs	
TOTAL ALL							
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%	64%	
99	83%	73%	71%	70%	69%	64%	
00	83%	72%	71%	68%	67%	63%	
01	84%	74%	70%	68%	66%	61%	
02	83%	74%	70%	68%	66%		
03	85%	75%	70%	70%			
04	87%	78%	73%				
05	87%	79%					
06	87%						



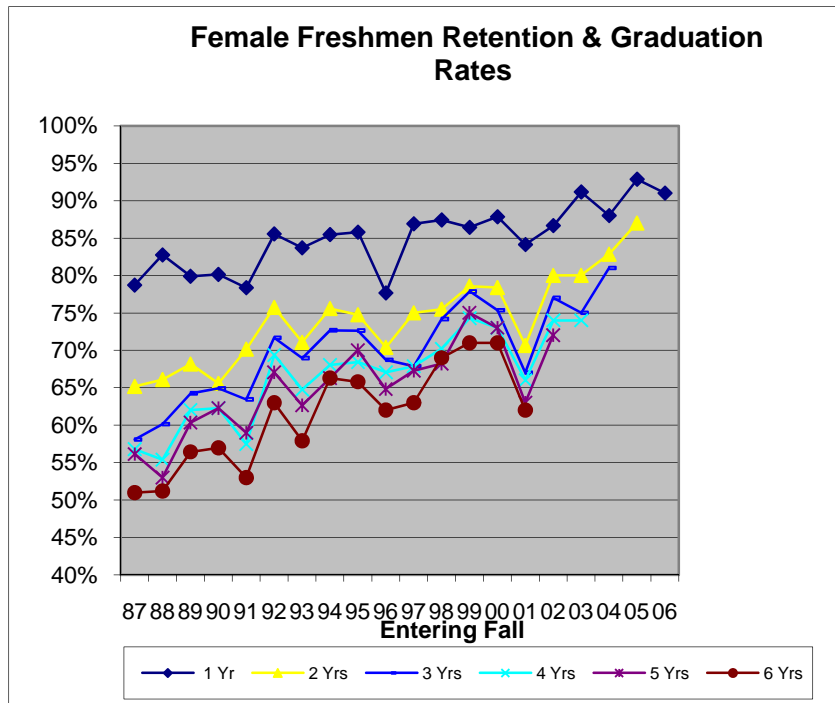
MALE

	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%	61%
02	82%	72%	69%	66%	64%	
03	83%	74%	70%	68%		
04	87%	76%	71%			
05	86%	77%				
06	85%					



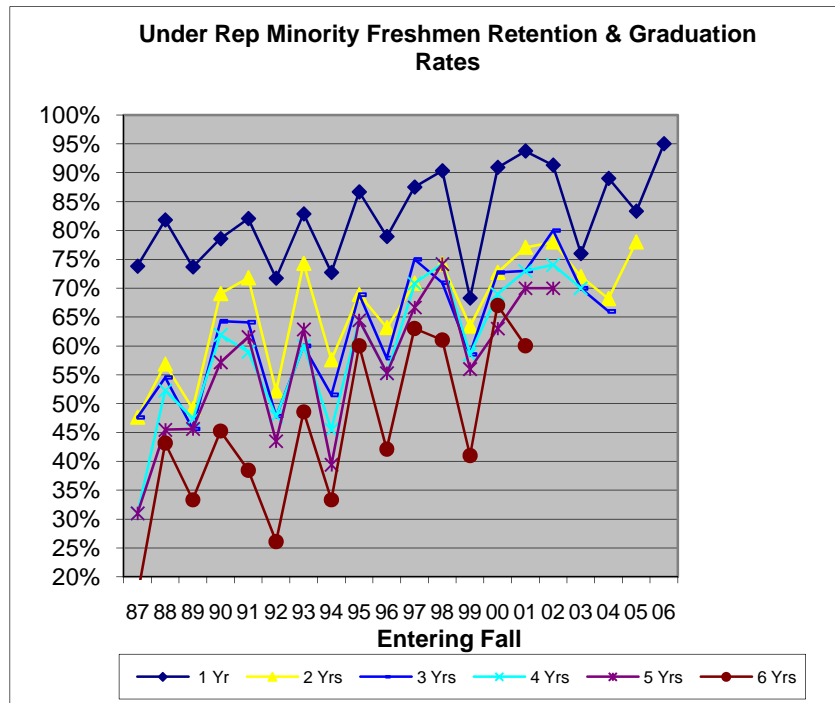
FEMALE

	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%	62%
02	87%	80%	77%	74%	72%	
03	91%	80%	75%	74%		
04	88%	83%	81%			
05	93%	87%				
06	91%					



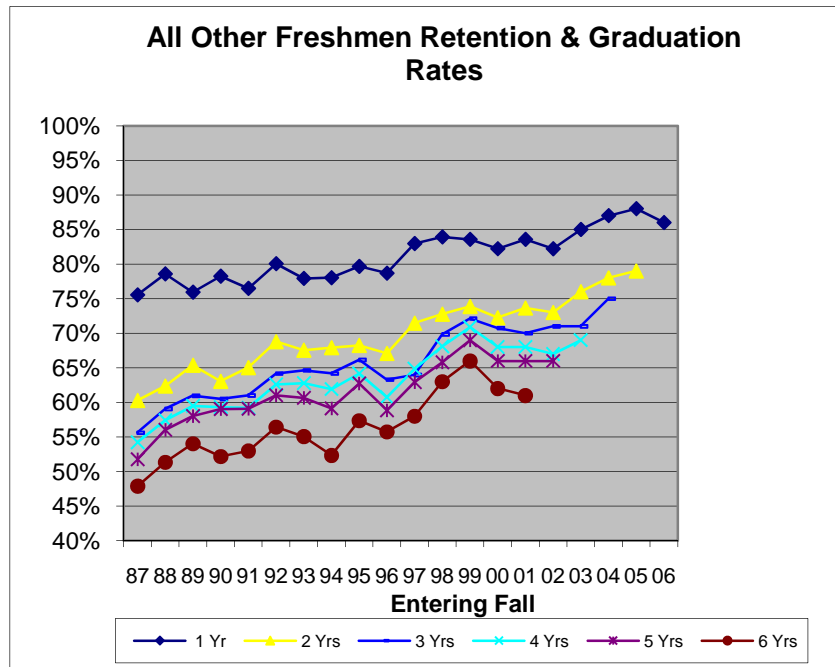
Under Represented Minorities (American Indian, Black & Hispanic)

	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%	60%
02	91%	78%	80%	74%	70%	
03	76%	72%	70%	70%		
04	89%	68%	66%			
05	83%	78%				
06	95%					



All Other (Asian/Pac Islander, 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%	61%
02	82%	73%	71%	67%	66%	
03	85%	76%	71%	69%		
04	87%	78%	75%			
05	88%	79%				
06	86%					



APPENDIX B

Missouri S&T Retention Strategies and Tactics, 2001-2007

Missouri S&T Retention Strategies and Tactics, 2001-2007

ASSESSMENT ENHANCEMENT

1. Creation of Standardized Retention and Graduation Reports by gender and ethnicity, plus started measuring stop-out rate: students who withdraw and return, 2002
2. Started annual retention audit of academic (cognitive) and demographic factors, 2001
3. Instituted a new student-survey in PRO, 2002
4. Re-instituted the HPI assessment to track students by Non-cognitive factors, 2002
5. Revised withdraw surveys & interviews, 2002
6. Started non-returning follow-up telephone surveys, 2002
7. Started collection and campus-wide distribution of freshman academic profile, specifically new student survey data: expectations, social activities, GPA,ACT/SAT scores, 2002
8. Revised student satisfaction and engagement assessments (CIRP & NSSE), 2001
9. Identified classes with very low student success rates (DFW), 2001

PROGRAMMING: Advising, tutoring, learning communities, faculty training and support

10. Learning Enhancement Across Disciplines (LEAD) tutoring program expanded beyond Physics, Fall 2002
11. Joint Academic Management (JAM) Sessions started, 2004
12. Online tutor request program, 2003
13. Restructured Opening Week activities around a group project activity (see learning objectives, 2002 & 2003)
14. New on-line Early Warning System (Academic Alert System), 2005
15. Address expectations of student success in all recruitment and orientation speeches (Chancellor – look to your left, look to your right), 2002
16. Distribution of student profiles and survey summaries to create a better understanding of faculty and student expectations. Actively embrace the “social norming” concept. 2003
17. Address group building (making friends) and study skills (not flunking out) in all orientation and opening week activities, 2002-2003
18. Strategic Retention Intervention: Focus on a rapid response “Academic Alert System” (2005), on-line student communication system “Success Chain” (2005-2006), advisor engagement (training sessions and awards, 2002) and more quantitative knowledge of UMR student strengths (Sharing of student profiles and new student survey data prior to beginning of academic year, 2002)
19. Creation and expansion of Learning Communities & First Year Experience Programs: Focus to address student academic skills development and social engagement through group student life oriented events, 2002-2003
20. Pre-College Transition Programs: Focus to promote greater student preparation to meet student and UMR academic expectations through a 3-week intense course – Hit the Ground Running (HGR) and creation of the Center for Pre-College Programs (CPCP) to expand the K-12 student workshops and STEM summer camps.
21. Creation of the Center for Educational Research and Teaching Innovation (CERTI): Focus to address improving the UMR learning environment and student learning outcomes through collaborative learning, experiential learning, technology enhanced learning and educational research practices
22. Expanded Experiential Learning Programs: Focus to promote greater campus-wide “learning by doing” student engagement through student design teams, undergraduate research (OURE expansion), and service learning participation.
23. Implemented the *Notification of Scholastic Probation Form*, 2007

24. Established the Undergraduate Advising Office, 2007
25. Developed the *On-Track Academic Success Program* to assist probationary and academically deficient students, 2007

POLICY CHANGES

26. Incomplete grade time limit change, 2002
27. Repeat course GPA adjustment policy, 2002
28. Scholarship Reinstatement Policy, 2002
29. All BS degree programs reduced to between 124 to 128 hours, 2002-2003
30. Added 3 degree programs most often requested by exiting students: Business, IST, Technical Communication, Architectural Engineering, 2002-2003
31. Revised UMR Advising Program: Focus on faculty development for student formal and developmental advising, advisor recognition and advising program evaluation, 2002-2004

APPENDIX C

2007/2008 Meeting Minutes

MINUTES

Missouri S&T Retention Committee Meeting

May 15, 2008

8:15-9:15 AM

Members Present: Harvest Collier, Amy Gillman, Larry Gragg, Mary Ellen Kirgan, Thulasi Kumar, F. Scott Miller, Stephen Raper, Suzanne Schroer, Kristi Schulte, Laura Stoll, Christa Weisbrook

Members Absent: Kim Frazier, Jay Goff, Sunnie Hughes, Barb Prewett, Lynn Stichnote

Guests: Rachel Morris and Brad Starbuck, Enrollment Management

The agenda was modified to include “The Retention Committee Annual Report” as an agenda item under New Business.

- I. **Review & Approve Minutes** The committee reviewed and approved the minutes from the 5/1/08 meeting, with one correction to section I.A.

II. Old Business

A. Student Satisfaction Survey Dr. Kumar reports that to date, 970 survey responses have been received (approximately 17% participation). Dr. Kumar anticipates 25-35% participation by June 2, 2008. Once complete, survey results will be distributed to the Retention Committee.

B. Post Survey- 2002 Entering Student Survey Dr. Miller reports a revised survey was sent to Jay Goff. Dr. Miller will forward it to Rachel Morris. Once complete, Rachel will forward it to the department chairs and ask them to send it to the graduating seniors in their department.

III. New Business

A. Retention Committee Annual Report Dr. Collier will invite the Chancellor to attend a fall 2008 meeting to allow the committee the opportunity to give an overview of the 2007-08 annual report.

The meeting was adjourned.

MINUTES

Missouri S&T Retention Committee Meeting

May 1, 2008

8:15-9:15 AM

Members Present: Harvest Collier, Kim Frazier, Larry Gragg, Mary Ellen Kirgan, F. Scott Miller, Barb Prewett, Stephen Raper, Suzanne Schroer, Kristi Schulte, Lynn Stichnote, Laura Stoll

Members Absent: Amy Gillman, Jay Goff, Sunnie Hughes, C.R. Thulasi Kumar, Christa Weisbrook

Guests: Rachel Morris and Brad Starbuck, Enrollment Management

Agenda Items:

Dr. Collier requested we add an item to the agenda to address questions from the Parent's Association related to what the University is doing to keep the parents of sophomores and juniors involved. The request was approved.

Review & Approve Minutes (From the 4/17/08 Meeting)

The committee reviewed and approved the minutes from the 4/17/08 meeting. (Motion to approve by Gragg, second by Stoll, minutes approved unanimously as written.)

I. Old Business

A. Student Satisfaction Survey (Kumar)

Laura Stoll reports that Dr. Kumar sent the Noel Levitz survey to the students. A few students reported received the survey in their junk mail folders; therefore it will be resent to these students. Two reminders will be sent, and the survey will be completed by June 2, 2008.

B. Developing a Post Survey/ Compare with 2002 Entering Student Survey (Miller)

The following revisions (to the 2002 Entering Student Survey) were suggested for the post survey:

- Remove all references to UMR
- Add who (or what program) was most helpful
- Part one B I will complete my degree at S&T in:...
- Part one C-If yes, did you hold a leadership role
- While at Missouri S&T, I worked 30+ hours, worked, but less than 30 hrs, wanted to work, but didn't
- Alumni Assoc. asks what course was most helpful

- Part Three A, rephrase to say: “When you arrived, how well prepared were you in these areas, and if NOT Prepared, what courses or programs have been most helpful?, Also remove Foreign Language and Fine and performing arts
- Part Three E. How involved were faculty, and add line to write in Please Describe
- Q. Why did you choose the major above?

Scott Miller agreed to make the changes and to submit the post survey to the subcommittee for review. Following their review, Scott Miller will send it to Jay Goff for distribution to the graduating seniors.

II. Questions from the Parent’s Association related to what the University is doing to keep the parents of sophomores and juniors involved.

There are two groups of parents who want to be involved and who have questions that need to be addressed.

- The Parent’s Association is a group that works with the Student Affairs Office.
- The Parent’s Board is a group that works with Elaine Russell through the Alumni Association.

These groups meet periodically but when they have questions, months may go by before the information gets back to them. It was suggested that perhaps we should send the Retention Committee reports to Elaine before the Parent’s Association meetings each year.

Barbie reports that efforts are underway to provide a parents webpage so the parents can be more involved.

III. Announcements:

A. Outstanding Academic Advising Awards (Kim Frazier) Kim Frazier reports the awards ceremony on April 29th went well.

IV. Last Meeting: May 15, 2008: 8:15-9:15 AM, Silver & Gold, Havener Ctr.

The meeting was adjourned.

MINUTES

Missouri S&T Retention Committee Meeting

April 17, 2008

8:15-9:15 AM

Members Present: Harvest Collier, Kim Frazier, Amy Gillman, Jay Goff, Larry Gragg, Mary Ellen Kirgan, C.R. Thulasi Kumar, F. Scott Miller, Stephen Raper Suzanne Schroer, Kristi Schulte, Lynn Stichnote, Laura Stoll, Christa Weisbrook

Members Absent: Sunnie Hughes, Barb Prewett

Guests: Gerard Myles (for Sunnie Hughes), Rachel Morris and Brad Starbuck, (Enrollment Management)

I. Review & Approve Minutes

The committee reviewed and approved the minutes from the 4/3/08 meeting.

II. Old Business

A. Student Satisfaction Survey - Dr. Kumar provided a response to the following questions:

1. Please provide clarification on how many students will receive the survey.- Dr. Kumar indicated 2,500 Missouri S&T students will receive the survey (600-700 from each cohort).
2. How did Noel Levitz respond to our request to conduct the survey this semester? - Dr. Kumar held two meetings with Noel Levitz and provided them with a proposed timeline. He is currently waiting for a response. The committee indicated they would like to consider going with ACT if Noel Levitz does not respond this week. It is important to get the survey out this year in order to capture baseline data from the 1st to 2nd year students.
3. What data did the 1999 survey provide? The University administered the ACT survey until 2000. Dr. Kumar distributed a copy of the Freshman Satisfaction Survey Results from 1990-2000. For a number of reasons, the committee seeks to proceed with the survey ASAP. Dr. Kumar will follow up with Noel Levitz and notify Dr. Collier of the outcome.
4. Is there a question in the survey that addresses student/faculty engagement outside the classroom? No. Dr. Kumar indicated there are no questions directly related to student-faculty engagement because it is a *general satisfaction survey*. Dr. Kumar referenced the 2006 NSSE survey and provided examples of related questions (i.e. *Academic and Intellectual Experiences*, and *Student-Faculty Interaction*).

B. Faculty/Student Interaction Dr. Collier held a recent discussion with students who indicated primarily students go to class to “listen and take notes”. Suzanne indicated this is true with science and engineering courses, but student are more engaged in non- science and

engineering courses. Larry Gragg surveys his students, discussed student and instructor roles and overwhelmingly, students prefer lectures. Dr. Collier and Scott Miller related additional experiences that students do not like to “participate” in classes or answer questions. This is different in the upper level classes. Outside of class: We need to find out what students really want, and find out what the faculty are ready to give and find out where the gaps are. How do we know what sophomores want? We need to be careful about the questions so we can compare the results to the freshman PRO survey.

C. New Discussion Topic (not on the agenda):

MINUTES

Missouri S&T Retention Committee Meeting

April 3, 2008

8:15-9:15 AM

Members Present: Harvest L. Collier, Kim Frazier, Amy Gillman, Sunnie Hughes, Mary Ellen Kirgan, F. Scott Miller, Barb S. Prewett, Stephen Raper, Suzanne Schroer, Laura Stoll, Christa Weisbrook

Members Absent: Jay Goff, Larry Gragg, C.R. Thulasi Kumar, Kristi Schulte, Lynn Stichnote

Guests: Michelle Johnson, Academic Advisor, Missouri S&T Undergraduate Advising Office

I. Review & Approve Minutes

The committee reviewed the minutes from the 3/20/08 meeting, and approved the minutes with two minor corrections to section IV.

II. Student Satisfaction Survey Subcommittee

The committee reviewed the most recent list of questions and suggested the questions be re-ordered as follows:

1. Student health services
2. University's opportunities to participate in athletics and healthy physical activities
3. Student disability services
4. Career Opportunities Center services
5. Campus space for clubs, leisure activities, etc.
6. Campus buildings and grounds are well maintained
7. Course add/drop processes
8. Billing and payment processes
9. Online student self-service program (Joe'SS)
10. The university's expectations on academic integrity

Prior to the next meeting, the committee suggested asking Dr. Kumar for a response to the following questions:

1. Please provide clarification on how many students will receive the survey.
2. How did Noel Levitz respond to our request to conduct the survey this semester?
3. What data did the 1999 survey provide?
4. Is there a question in the survey that addresses student/faculty engagement outside the classroom?

The committee continued its discussion on the timeliness of the survey. If we conduct the survey in the fall, the committee suggested it be done in the late fall. However, the committee would still like to see the survey conducted this semester in order to capture important data from the freshman cohort.

Finally, the committee asked who will provide the funding (\$5,000) required to administer the survey.

III. Student/Faculty Engagement

Dr. Collier – In a survey recently conducted by the New Student Programs office, Patty Frisbee reported that “93% of students expect faculty engagement outside the classroom”. Is that currently being met? The committee held an open discussion on the issue and following comments and suggestions were made:

- Consider the good things we are already doing and invite more faculty to get involved.(Dr. Miller)
- Consider encouraging all faculty to participate in commencement and freshman convocation at least once a year. Consider making a volume purchase of gowns for faculty. (Dr. Collier/Committee)
- Students get more out of their college experience when they take it upon themselves to “seek out” engagement from the more “active” faculty members.(Schroer)
- Some students choose not to seek it out themselves. Consider assigning a “faculty advocate” in each department and developing a mechanism for informing students about who to contact for help. (Dr. Raper)
- Make it clear to faculty that you can’t be good at everything and that it’s okay to focus on the things you are good at. Training materials are available for *Social Interaction and Communication* topics. Consider how we might get people to use them. (Dr. Weisbrook)
- Consider holding an open forum on the topic. (Hughes)
- More frequent discussions on this topic are needed at departmental meetings. (Gillman/ Frazier/Committee)

In conclusion, Dr. Collier indicated he would like to see an implementation plan developed to address these issues.

The meeting was adjourned.

MINUTES

Missouri S&T Retention Committee Meeting

March 20, 2008

8:15-9:15 AM

Members Present: Harvest Collier, Kim Frazier, Jay Goff, Mary Ellen Kirgan, Thulasi Kumar, F. Scott Miller, Barb Prewett, Suzanne Schroer, Kristi Schulte, Lynn Stichnote, Laura Stoll, Christa Weisbrook

Members Absent: Amy Gillman, Larry Gragg, Sunnie Hughes, Stephen Raper

Guests: Gerard B. Myles (for Sunnie Hughes), and Jennifer Shaner, CERTI

I. Review & Approve Minutes-The committee reviewed and approved the minutes from the 3/6/08 meeting.

II. Student Satisfaction Survey Subcommittee-Report

The subcommittee asked who should pay for the survey. About 3000 students will be surveyed, and the cost will be approximately \$5,000.

Dr. Collier asked for discussion around the benefits of conducting the student satisfaction survey in order to relate these benefits to the Provost and the Chancellor. The survey will provide the university with information about student satisfaction of the campus community and will highlight opportunities for campus improvements in areas related to advising, course registration, physical facilities, library services, dining services, residential life and others.

The committee asked when the last survey was conducted. (Approximately 1999.) Is there evidence that retention improved after the satisfaction survey was conducted? Jay Goff indicated yes, if you correlate improvement, enrollment increases, and institutional changes with changes made on campus. We would expect this survey to have different outcomes than NSSE since it includes a different set of questions.

The subcommittee indicated the survey will be executed during the FS2008 or SP2009 semester. Dr. Collier will discuss with the Provost and Chancellor to get this going for administration in the fall. Lynn Stichnote asked if we can conduct the survey during the summer. Jay Goff would like us to push for implementation this semester. Jay suggests that this is a great cohort to survey because they have been through a lot of change on campus.

III. 1st/2nd Year Retention- Update

Dr. Collier reported that the new positions for first year- and second year program managers will be posted today on Human Resources's web site.

IV. Review Priority Issues for the 2007-08 Academic Year

The committee reviewed its goals for the 2007-08 year:

- A.** Develop a campus-wide program designed to assist probationary and academically deficient students.
- B.** 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.
- C.** Consider the formal development of a Second Year Experience Program to help Missouri S&T sophomores succeed academically and complete their degrees.

Announcements: The Board of Curators will be here April 3-4, and will be presented with 1-2 year retention rates for all four campuses, and the meetings will be public. Request that Jay send his report to committee members.

The meeting was adjourned.

MINUTES

Missouri S&T Retention Committee Meeting

March 06, 2008

8:15-9:15 AM

Members Present: Harvest Collier, Kim Frazier, Amy Gillman, Jay Goff, Mary Ellen Kirgan, C.R. Thulasi Kumar, F. Scott Miller, Suzanne Schroer, Lynn Stichnote

Members Absent: Larry Gragg, Sunnie Hughes, Barb Prewett, Stephen Raper, Kristi Schulte, Laura Stoll, Christa Weisbrook

Guests: Gerald B. Myles (for Sunnie Hughes)

Agenda Items:

- I. Review & Approve Minutes-**The committee reviewed and approved the minutes from the 2/21/08 meeting.
- II. Student Satisfaction Survey Questions-** Dr. Kumar reported we can include 10 of our own questions on the Student Satisfaction Survey. The committee reviewed a draft list of survey questions and discussed proposed changes. Dr. Kumar requested that the committee email any additional suggestions directly to him. Dr. Kumar reported that at the earliest, the survey could be administered during the SP2009 semester. Jay Goff suggested the survey be administered during the SP2008 semester, before pre-registration. Dr. Kumar expressed concern for getting the survey out to the students so quickly particularly because his office is currently doing the NSSE survey. Committee members expressed the desire to at least do a test run with the survey this summer, or late this semester, possibly during dead week or during the week before finals. Timing of the survey will be discussed at the next meeting.
- III. What Students Expect from their Professors Survey -**Suzanne Schroer presented the results of the “What Students Expect from Their Professors” survey. This survey is conducted annually by the Missouri S&T student council. All Missouri S&T students were given the opportunity to participate in the survey between Thanksgiving and finals week of the fall semester. 498 students participated in the survey this year.

The meeting was adjourned.

MINUTES

Missouri S&T Retention Committee Meeting

February 21, 2008

8:15-9:15 AM

Members Present: Harvest Collier, Jay Goff, Larry Gragg, C.R. Thulasi Kumar, F. Scott Miller, Barb Prewett, Suzanne Schroer, Kristi Schulte, Laura Stoll

Members Absent: Kim Frazier, Amy Gillman, Sunnie Hughes, Mary Ellen Kirgan, Stephen Raper, Lynn Stichnote, Christa Weisbrook

Guests: Gerard B. Myles (for Sunnie Hughes), Amy Cracraft (Presenter)

I. Review & Approve Minutes

The committee reviewed and approved the minutes from the 2/07/08 meeting.

II. SP2008 Retention Report

Amy Cracraft joined the committee via teleconference to co-present the results of the SP2008 Retention Report with Laura Stoll. The SP2008 Retention Report highlights the results of the Spring 2008 phone survey conducted with:

a) First-time full-time degree seeking freshmen (students who did attend Missouri S&T in Fall 2007 and did not return in Spring 2008)

b) Second year students (first-time full-time degree seeking students for Fall 2006 who attended Missouri S&T in Fall 2007 but did not return in Spring 2008)

Attached is a copy of the detailed survey results provided by the Office of the Registrar.

III. Student Satisfaction Survey Questions

Due to time constraints, this issue was not addressed. Dr. Kumar will discuss the issue at the next meeting on March 6, 2008.

The meeting was adjourned.

MINUTES

UMR Retention Committee Meeting

January 24, 2008

8:15-9:15 AM

Members Present: Harvest Collier, Kim Frazier, Amy Gillman, Jay Goff, Larry Gragg, Sunnie Hughes, Mary Ellen Kirgan, C.R. Thulasi Kumar, F. Scott Miller, Barb Prewett, Stephen Raper, Suzanne Schroer, Kristi Schulte, Lynn Stichnote, Laura Stoll

Members Absent: Christa Weisbrook

I. Review & Approve Minutes The committee reviewed and approved the minutes from the 12/13/07 meeting.

II. Old Business:

A. Sophomore/Student Satisfaction Survey

At the last meeting, the committee reviewed several national survey models.

Jay Goff suggested it would be to our advantage to use one of the national survey instruments because it would allow us the opportunity to compare the results of our survey with the national norm. The committee suggested we choose a national survey tool that would allow us to incorporate some of our own questions.

The committee decided to establish a *Student Satisfaction Survey Subcommittee*. This subcommittee will develop a list of questions that can be included in a national survey. Dr. Kumar volunteered to lead the subcommittee. Other members of the subcommittee will include Kim Frazier, Barb Prewett, F. Scott Miller and Laura Stoll.

III. New Business:

Due to time constraints, the following agenda items were not discussed. They will be addressed at the 2/7/08 meeting.

A. Notification of Scholastic Probation Process-

B. FS2007 Probationary/Deficiency Reports

C. 1st-2nd Year Retention Goals- Tactical Plan Update

The meeting was adjourned.

MINUTES

UMR Retention Committee Meeting

November 29, 2007

8:15-9:15 AM

Members Present: Harvest Collier, Kim Frazier, Amy Gillman, Jay Goff, Larry Gragg, Mary Ellen Kirgan, Scott Miller, Barb Prewett, Stephen Raper, Suzanne Schroer, Kristi Schulte, Lynn Stichnote, Laura Stoll, Christa Weisbrook

Members Absent: Sunnie Hughes, C.R. Thulasi Kumar

Guest(s): Gerard B. Myles (for Sunnie Hughes)

Agenda Items:

I. Review & Approve Minutes -The committee reviewed and approved the minutes from the 11/15/07 meeting with two corrections to section II.

II. Old Business:

A. Academic Advising Committee Report –Kim Frazier reported that her office has revised the advising awards process and it will present this proposed new process to the Academic Advising Awards Committee on December 11th. The advising awards ceremony will be held on April 29, 2008.

Dr. Collier suggested the VPAA consider revising the faculty awards structure to include balanced recognitions in teaching, research and service award categories. Dr. Gragg agrees the awards and recognitions should include teaching, research and service.

B. Follow Up Items from the PRO Survey Results

III. Parental Involvement/Dealing with Family Issues- Dr. Collier asked the committee how to best address this issue.

- The committee recommended the university establish a main point of contact to handle family inquiries and related issues.
- In addition, the committee suggested the university establish a web site for parents and consider developing a parents' newsletter.
- Barb Prewett indicated the issue has been discussed within Student Affairs. Dr. Collier indicated that he and Dr. Robinson will meet to discuss it with Provost Wray.
- Kim Frazier suggested holding an academic advising session on *The Benefit of the Helicopter Parent*.
- The committee collectively agreed that although the family communication issue is an important one, it does not relate closely enough to mission of the Retention Committee for it to be a project led by the committee. However, the committee decided to send forth a recommendation to the Chancellor and the Executive

Committee suggesting the Parents Association should have a heightened presence, and a permanent home, and departmental sponsor.

2. *Sophomore Survey*- The committee discussed the possibility of conducting a sophomore survey and whether or not it would provide beneficial information.

- Suzanne Schroer suggested it may provide good insight into factors that contribute to “the sophomore slump”.
- Jay Goff indicated that a general student satisfaction survey has not been conducted recently. Jay volunteered to provide the committee with example survey instruments at the next meeting.
- Committee members suggested the survey could be conducted with first year students during their second semester. The Hobson’s communication tool (Success Chain) could be used to conduct the survey.

IV. New Business:

A. Retention of International Students- Dr. Collier indicated that the number of international undergraduate students is increasing. As a result, we may see a retention issue emerge with certain groups of international students. Lynn Stichnote suggested a retention program be put in place to assist these students.

V. Next Meeting: December 13, 2007, 8:15-9:15 AM, Silver & Gold Room

MINUTES

UMR Retention Committee Meeting

November 15, 2007

8:15-9:15 AM

Members Present: Harvest Collier, Kim Frazier, Amy Gillman, Larry Gragg, Sunnie Hughes, Mary Ellen Kirgan, C.R. Thulasi Kumar, F. Scott Miller, Barb Prewett, Kristi Schulte, Lynn Stichnote, Laura Stoll, Christa Weisbrook

Members Absent: Jay Goff, Stephen Raper, Suzanne Schroer

Guest(s): John F. Carney III

I. Welcome & Introductions

Dr. Collier welcomed Chancellor Carney to the meeting and the committee members each introduced themselves.

II. Review & Approve Minutes The committee reviewed the minutes from the 11/1/07 meeting. Chancellor Carney noted that the current second to third year retention rate (listed in section III. A.) should be 79/80%. Jay Goff will provide a corrected grid to clarify the 2nd to 3rd year retention rates.

III. New Business:

A. Overview of the 2007-08 Retention Committee Goals- Dr. Collier gave an overview and status report of the committee's goals for the 2007-08 academic year.

B. Summary of UMR's Retention Strategies & Tactics (2001-2007)- The committee reviewed a list of the strategies and tactics implemented during 2001-2007 that have impacted student retention on the campus.

C. "2nd Year Experience" – Dr. Collier presented a summary of the proposed components of the Second Year Experience program and held a general discussion for each, emphasizing:

1. How can we impact more students with the things we are already doing?
2. What can we do to establish new programs to assist sophomore students?

Committee Discussion Summary/Second Year Retention:

- The committee discussed how critical "faculty engagement" is to student success, and the importance of rewarding faculty who are outstanding advisors and teachers. Departments should develop a subset of faculty who are really good at advising, and ask this group to advise the majority of students. Faculty need to know that advising is important and that it is valued.
- Dr. Carney confirmed the importance of rewarding faculty for excellent advising through the departmental reward structure. Dr. Carney indicated that it would be

beneficial for there to be additional discussion on this issue held between the Provost and the Department Chairs.

- Dr. Gragg suggested we hold a discussion with the CET award winners to discover what these faculty members are doing to engage students.
- It was mentioned that our first to second year female students perform better academically than our first to second year male students. Dr. Carney asked if this was true for our second to third year students.
- Dr. Collier proposed the peer mentoring model as an effective way to engage and assist students. Lynn Stichnote mentioned that the PRO peer mentoring activity drops off during the first semester and asked if there was a practical way to bring that interaction back at the end of the second semester. Dr. Miller suggested holding a session in April to bring PRO peer mentor groups back together as a lead-in to the second year experience.
- Lynn Stichnote suggested our current Freshmen Engineering course is broad enough to transition into a campus-wide First Year Orientation course.

The Chancellor asked the committee to clarify whether female retention and graduation rates are higher than male retention and graduation rates.

In closing, Dr. Carney related that we want to make the case that we are among the top 5 technological research universities in the nation. Our six year graduate rate ranks at the bottom of comparative institutions such as MIT, Cal Tech, Georgia Tech and others. If we can get our first year retention rate from 87% to 90%, and not lose 10% in the second year, we can improve our graduation rate.

D. Retention of International Students – Due to time constraints, this issue was not addressed. It will be addressed at a future meeting.

IV. Next Meeting: November 29, 2007, 8:15-9:15 AM, Silver & Gold Room

The meeting was adjourned.

MINUTES

UMR Retention Committee Meeting

November 1, 2007

8:15-9:15 AM

Members Present: Harvest Collier, Kim Frazier, Amy Gillman, Larry Gragg, C.R. Thulasi Kumar, F. Scott Miller, Suzanne Schroer, Kristi Schulte, Lynn Stichnote, Laura Stoll, Christa Weisbrook

Members Absent: Jay Goff, Sunnie Hughes, Mary Ellen Kirgan, Barb Prewett, Stephen Raper

Guest(s): Gerard B. Myles, for Sunnie Hughes

I. Review & Approve Minutes

The committee reviewed the minutes from the 10/18/07 meeting and approved the minutes as written.

II. Old Business:

A. An Overview of the Oct. 15th Panel Discussion, “The Importance of Prerequisites for Student Success”

Following the panel discussion on Oct. 15th, the participants indicated they had more questions than answers regarding pre-requisites.

- Committee Discussion-Students should not have the freedom to change their schedule without advisor approval. Deficient students cannot change their schedule without advisor approval; however, once their advising hold is lifted they can enroll for any course they want.
- Scott Miller-It is important to have additional discussion regarding who is responsible for ensuring students meet the prerequisites for their courses.
- Amy Gillman- Prior to the next discussion, we should collect data indicating how many students are impacted.
- Lynn Stichnote asked if there is a way to survey the students after advising week.
- Committee Discussion- There is concern that faculty do not want to be evaluated for their advising.
- Larry Gragg- Faculty have expressed that they are evaluated enough and they do not want another instrument established to evaluate them.
- Kim Frazier suggested establishing a committee comprised of students and faculty to address the assessment of advising in order to improve advisor development (training) programs on the campus. Kim Frazier volunteered to lead this committee.
- Committee discussion- The more collective the advising survey instrument, the better.
- Thulasi Kumar- If the information is collective, what are you going to do with it? How will you use it to make improvements?

B. Follow Up Items from the PRO Survey Results: Due to time limitations, this item was not addressed. The committee will address the issues at a future meeting.

1. Parental Involvement/Dealing with Family Issues
2. Sophomore Survey

III. New Business:

A. Second Year Experience (Dr. Harvest Collier)

Harvest Collier- Our current second year retention rate is 79/80%. Second year retention must increase in order to improve the graduate rate. Dr. Collier distributed a list second year programs/activities at UMR and their current status.

- Committee Discussion- Our sophomore GPA is the lowest. What goes wrong the second year? Many sophomores experience a “slump”. Many students get involved on campus at the beginning of their sophomore year and they don’t feel the academic pressure until mid-term.
- Larry Gragg- As an advisor, it would be helpful to know all the elements that contribute to “the sophomore slump”.
- Gerard Myles- Suggested a sophomore seminar may be beneficial for students.
- Harvest Collier- Suggested we look at the items on the list, identify sophomore student needs for each and develop strategies for meeting those needs.

B. Agenda Items for the Nov. 15 Meeting

Dr. Collier suggested the *Second Year Experience* be a priority item for the next meeting.

IV. Announcements:

A. November 5- Academic Advising Luncheon Series- “The UMR Undergraduate Advising Office: Mission, Purpose & Services”, 12:00-1:00 PM, Carver/Turner Room, Havener Center

B. November 8- “What Do You Wish You Had Known About Teaching?”- A Faculty Workshop by Dr. Margaret Gunderson, Associate Director for MU’s Education Technologies at Missouri, 2:00-5:00 PM, St. Pat’s A, Havener Center. To register- contact Dan Cernusca at dcernusca@umr.edu.

V. Next Meeting: November 15, 2007, 8:15-9:15 AM, Silver & Gold. Chancellor Carney will attend.

The meeting was adjourned.

MINUTES

UMR Retention Committee Meeting

October 18, 2007

8:15-9:15 AM

Members Present: Harvest Collier, Amy Gillman, Larry Gragg, Sunnie Hughes, Mary Ellen Kirgan, C.R. Thulasi Kumar, F. Scott Miller, Barb Prewett, Stephen Raper, Suzanne Schroer, Kristi Schulte, Lynn Stichnote, Laura Stoll, Christa Weisbrook

Members Absent: Kim Frazier, Jay Goff, Brittany Harrington

Guests: Patty Frisbee, New Student Programs

I. Welcome Guest(s):

The committee welcomed Patty Frisbee of New Student Programs.

II. Review & Approve Minutes (From the 10/4/07 Meeting)

The committee reviewed the minutes from the 10/4/07 meeting and approved them with one revision to section C, paragraph 5.

III. New Business:

A. PRO Survey Results (Patty Frisbee)

Patty Frisbee of New Student Programs gave a presentation summarizing the key findings of the Fall 2007 PRO Survey Results. She distributed a copy of the full report (UMR Entering Student Survey 2007) to the committee.

Key Points & Committee Discussion:

- Patty asked the committee to consider adding new questions to the sophomore survey to see how their responses compare with the freshmen survey.

-Parental Involvement: Patty indicated it's a known fact that parents want to be involved. UMR does not have a central contact for families. Currently it's a fractured process. We need to move toward developing a centralized place on campus that handles family-related issues.

-Financial Issues: 75% of entering students receive financial aid. A second survey would provide beneficial information about debt and financial issues sophomores may be facing.

-Time Management is critical. 75% of entering students report they have to work while taking classes.

-Degree Completion: 69% of students expect to complete their degree in 4 years, 23% expect to complete in 5 years, and only 6% of entering students expect it to take 6 years or more. 85% of students want to do a co-op (but also want to complete their degrees in 4 years). Where do students get the four year degree expectation? Suzanne Schroer

indicated parents play a big role, indicating to some students that they will not pay for college beyond the four years. Patty Frisbee explained that we are now developing the “whole student” not just the “academic student” and student involvement (in outside activities) extends the time frame for students completing their degrees. What do we need to do to inform parents at PRO? Patty Frisbee explained that we need to do more to take care of the parents so they don’t make it harder for the students.

-Student Involvement- 91% of students indicate they want to be involved on campus. Steve Raper indicated he has talked to students who admit they cheat because the campus is “too hard”, yet they are encouraged to be involved in outside activities. Kristi Schulte suggested advisors (of student organizations) should not be afraid to be intrusive and to advise students not to take on too much. Campus involvement becomes difficult for students during their second year when many students “hit the wall”.

-Possible New Questions: Ask students what they expect from their academic advising experience. Consider asking students what level of engagement they expect from the faculty. Include similar questions on the sophomore survey.

B. An Overview of the Oct. 15th Panel Discussion, “The Importance of Prerequisites for Student Success” (Scott Miller)

Due to time constraints, this agenda item will be discussed at the next meeting.

IV. Announcements:

A. October 31- Undergraduate Advising Office Open House- 11:00 AM-1:00 PM, 106 Campus Support Facility.

B. November 5- Academic Advising Luncheon Series- “The UMR Undergraduate Advising Office: Mission, Purpose & Services”, 12:00-1:00 PM, Carver/Turner Room, Havener Center

V. Next Meeting: November 1, 2007, 8:15-9:15 AM, Silver & Gold

The meeting was adjourned.

MINUTES

UMR Retention Committee Meeting

October 4, 2007

8:15-9:15 AM

Members Present: Harvest Collier, Kim Frazier, Amy Gillman, Jay Goff, Larry Gragg, Mary Ellen Kirgan, F. Scott Miller, Suzanne Schroer, Kristi Schulte, Lynn Stichnote, Laura Stoll, Christa Weisbrook

Members Absent: Brittany Harrington, Sunnie Hughes, C.R. Thulasi Kumar, Barb Prewett,

Guests: Connie Arthur

I. Welcome Guests:

Connie Arthur of UMR Disability Support Services attended the meeting. She was welcomed by the members of the committee.

II. Review & Approve Minutes

The committee reviewed the minutes from the 9/20/07 meeting. The minutes were approved with three minor corrections to sections II and III-B.

III. New Business:

A. ACT National Retention and 5 Year Graduation Rates (Jay Goff)

The committee reviewed the National Retention and 5 Year Graduation Rates handout (Compiled from ACT Institutional Data Files, 2007). Jay Goff indicated ACT will be offering additional analysis in January or February of 2008. Traditionally, private schools have focused on retention because they are revenue-driven institutions. Lynn Stichnote mentioned that in the past 10-15 years, public schools have become more focused on retention. 70% of students in the nation attend public institutions, indicating the majority of people are now more willing to send students to a public institution than a private institution.

Jay Goff recently attended a retention conference. One of the discussion topics focused on: *The Top Five Assessments- How do you learn what your students' issues are?* Research that needs to be done at every institution includes:

1. New student survey
2. Withdrawal survey
3. Follow up survey at beginning of next semester
4. Student satisfaction survey
5. Graduate survey

B. UMR Freshman Retention Rates (F. Scott Miller)

Dr. Miller provided the committee with a UMR Freshman Retention Rates chart indicating UMR freshman retention rates are higher than the national average.

C. UMR Disability Support Services (Connie Arthur)

Connie Arthur meets with and coaches UMR students with disabilities. She indicated UMR is seeing more and more students with disabilities coming in. Five years ago there

were 89 students with registered disabilities. Currently 164 UMR students have registered disabilities:

36%- Learning Disabilities

45% Attention Deficit Disorder (ADD)

25%- Psychological Disorders (These numbers are rising.)

16%- Health Related (physical) Disabilities

[25%- Multiple Disabilities]

Connie indicated that there are many more students at UMR with disabilities, but they have chosen not to disclose them. Sometimes a student will decide not to disclose a disability when they get to college because it offers them a fresh start. When a student gets to post-secondary education, the laws change and students don't have to disclose or be identified.

Connie indicated students are becoming more aware of the services that are offered to them. She distributed a copy of the accommodation letter that is sent out each semester and a copy of the pamphlet she shares with high school students.

-Christa Weisbrook noted that sometimes students with high math or science ACT scores and low reading scores may have a learning disability

- Jay Goff noted that UMR is the only school in the state that does not have a supplemental reading program.

-Connie Arthur informed us that her office has reading software to help these students.

- Harvest Collier announced the new UMR summer reading program for new students.

-Laura Stoll asked about the retention of students with disabilities. Connie indicated the data was not readily available.

What resources do we need? Connie suggested instructors begin considering "universal design" of courses. Many universities are looking at universal design and learning how to make course materials available in a variety of formats, including written, electronic and visual formats. Instructors can consider blind and deaf students as they plan lessons and assignments. Instructors should also look at the facilities/physical spaces in which they teach and consider students with mobility challenges.

IV. Announcements:

A. UMR Academic Advising Luncheon Series:

Oct. 15- "The Importance of Prerequisites for Student Success"- Panel Discussion, 12:00-1:00 PM, Missouri-Ozark Room, Havener Center

B. Next Meeting: October 18, 2007, 8:15-9:15 AM, Silver & Gold

The meeting was adjourned.

MINUTES

UMR Retention Committee Meeting

September 20, 2007

8:15-9:15 AM

MEMBERS PRESENT:

Harvest Collier, Kim Frazier, Amy Gillman, Jay Goff, Larry Gragg, Mary Ellen Kirgan, C.R. Thulasi Kumar, F. Scott Miller, Stephen Raper, Suzanne Schroer, Kristi Schulte, Laura Stoll, Christa Weisbrook

MEMBERS ABSENT:

Brittany Harrington, Sunnie Hughes, Barb Prewett, Lynn Stichnote

AGENDA ITEMS & DISCUSSION:

I. Welcome New Committee Members:

The committee welcomed Suzanne Schroer to the Retention Committee.

II. Review & Approve Minutes (From the 9/06/07 Meeting)

The committee reviewed and approved the minutes from the 9/6/07 meeting.

III. Old Business:

A. On-Track Update (Kim Frazier, Undergraduate Advising Office)

Kim Frazier provided a brief update on the On-Track program and provided a handout. There are currently 52 students enrolled in the On-Track academic success course.

New Business:

B. Non-Returning First Time College Student (FTC) Survey Results

Jay Goff reported: In 2001, the UMR Retention Committee wanted to know why students were leaving UMR. At the time, the survey results indicated that 1/3 left for personal reasons, 1/3 left for financial reasons and 1/3 left for academic reasons. The original survey only included 10 questions. This new survey instrument includes more detailed questions and is conducted more frequently which allows us the opportunity to collect additional information about student (stop-outs) who do not re-enroll.

Laura Stoll and Amy Cracraft, of the UMR Registrar's Office presented the full **Fall 2007 Retention Report** to the committee. Copies of the data were provided to each committee member.

Jay Goff reported the survey results indicate:

- The number of students with lower GPAs who did not return is higher than the previous survey.
- The number of students with higher GPAs who did not return is lower than the previous survey.
- Students could be leaving for mainly financial reasons. All students who left had below average family incomes. This year, the average student family income is

approximately \$76,000. 90% of the students who left UMR came from family incomes of less than \$40,000.

- All but one student who transferred to other institutions went to schools closer their home. (This could be for financial reasons.)

After the presentation, Jay Goff shared copies of the latest retention audit and enrollment data with the committee.

IV. Announcements:

A. The UMR Undergraduate Advising Office web site is now live. Visit <http://advising.umn.edu/index.html>

B. UMR Academic Advising Luncheon Series:

Oct. 1- “Using the CAPS Report & Other On-Line Educational Records”- 12:00 PM

Oct. 15- “The Importance of Prerequisites for Student Success”- 12:00 PM

V. Next Meeting: October 4, 2007, 8:15-9:15 AM, Silver & Gold

The meeting was adjourned.

MINUTES

UMR Retention Committee Meeting

September 6, 2007

8:15-9:15 AM

Members Present: Harvest Collier, Kim Frazier, Amy Gillman, Larry Gragg, Sunnie Hughes, Mary Ellen Kirgan, C.R. Thulasi Kumar, F. Scott Miller, Barb Prewett, Stephen Raper, Kristi Schulte, Laura Stoll

Members Absent: Jay Goff, Lynn Stichnote, Christa Weisbrook, James Woner

I. Review & Approve Minutes

The committee reviewed and approved the minutes from the 8/23/07 meeting.

II. Old Business:

A. UMR Undergraduate Advising Office

Kim Frazier and Dr. Scott Miller presented information about UMR's new UMR Undergraduate Advising Office. A one page handout was distributed to each committee member.

The Undergraduate Advising Office will assist undecided and academically deficient students. In addition, the office will provide professional development resources that support academic advisors and will provide recognition to outstanding advisors on the campus. The Undergraduate Advising Office web site will go live on 9/7/07. The web address will be: <http://advising.UMR.edu>.

In the future, the Undergraduate Advising Office will develop and implement an academic advisor training program to assist advisors on the campus. The goal is to be proactive and reduce the number of students who become probationary and academically deficient. The office will work with UMR department chairs to encourage and/or require faculty attendance at advisor training sessions.

B. "On-Track", Academic Success Program

The Undergraduate Advising Office, in collaboration with several UMR faculty and staff, recently developed and implemented On-Track, an academic success program for UMR students. Copies of the program description and schedule were distributed to the committee.

Kim Frazier indicated the new program includes a combination of elements from the former UMR pilot program, Bradley University's Turning Point Retention Program, and Illinois State's Project Success Program.

- Participating UMR students will register on-line at <http://advising.UMR.edu>. Each participant will receive a packet of information. Copies of the student packet were also distributed to the committee.
- This semester, approximately 350 UMR students were invited to participate. (All probationary and academically deficient students are loosely required to

participate.) Originally, 51 students enrolled. Of these, 44 students participated in the first week's activities. Following the initial registration period, the entire student body will be invited to participate through the student E Connection.

- The program includes surveys, one-on-one advising sessions and other assessment measures.
- The committee discussed steps that UMR can take to require students to participate. The committee suggested requiring participation by all deficient students who want to re-enroll, and requiring probationary students to participate if they want to enroll for more than 13 hours.

C. Other Discussion Topics:

Disability Support for UMR Students:

- Dr. Collier asked Barb Prewett for information relative to the percentage of UMR students with learning disabilities.
- Dr. Miller asked if advisors can be notified when a student is diagnosed with a learning disability, indicating this would be valuable information for academic advisors to have.
- Barb Prewett recommended contacting Connie Arthur in Disability Support Services for more specific information.
- The committee recommended inviting Student Affairs and Disability Support Services to attend a future meeting.

III. New Business:

A. Using *On Course Principles in Freshman Engineering-Fall 2007*

Dr. Miller indicated FE10 instructors are using On Course principles in the classroom this semester as a way to emphasize student responsibility. On-course instruction methods get students engaged in hands-on activities in the classroom. Example activities they have used this semester include the Wise Choice Process and the Graduation Game (a ring toss activity). In addition, each week, FE10 instructors give students a "Dilemma of the Week" and ask students to respond individually and indicate what actions they would take. (For example, FE10 instructors ask students how they would respond if they received an Academic Alert.) Dr. Miller indicated the use of these teaching methodologies is helping to make the class more student-success focused.

B. Office of Undergraduate Studies 2006-07 Annual Report

The Office of Undergraduate Studies provided the committee with copies of its 2006-07 annual report. Dr. Collier presented the information to the Chancellor's Council on September 5, 2007.

IV. Announcements:

A. The committee was informed of the following advising sessions. They were provided copies of the event flyers and they were asked to post the flyers in their departments.

- "*The Academic Alert System: What Does it Tell Us?*", 9/12/07, 12:00 PM, UMR Havener Center
- "*FERPA Requirements: What All Advisors Need to Know*", 9/19/07, 12:00 PM, UMR Havener Center

- V. The next meeting will be September 20, 2007, from 8:15-9:15 AM, in the Silver & Gold room of the Havener Center.

The meeting was adjourned.

MINUTES

UMR Retention Committee Meeting

August 23, 2007

8:15-9:15 AM

Members Present: Harvest Collier, Kim Frazier, Amy Gillman, Jay Goff, Larry Gragg, Mary Ellen Kirgan, C.R. Thulasi Kumar, F. Scott Miller, Barb Prewett, Steve Raper, Kristi Schulte, Lynn Stichnote, Laura Stoll, Chris Weisbrook

Members Absent: Sunnie Hughes, James Woner

- I. Welcome New Members-** The Committee Co-Chairs, Vice Provost Harvest Collier & Dr. F. Scott Miller, welcomed the committee. The members introduced themselves. Dr. Collier provided new members with background information about the retention committee.

Committee discussion:

- Dr. Collier indicated approximately 59-60% of the UMR enrollment growth is due to student retention. Dr. Collier mentioned the UMR reaccreditation self study process and explained the Higher Learning Commission's requirements for accreditation are changing and requiring institutions to continually make quality improvements that increase student retention.
- Dean Jay Goff indicated that since 2001, UMR has implemented 28 different changes initiated by the Retention Committee. He explained that in addition to increased student retention, we are seeing a reduction in the number of students waiting to graduate. Jay referred the committee to collegeresults.org and provided a descriptive summary of information included on the web site.
- Jay Goff indicated our current (freshman to sophomore) retention rate is 87%. This is currently the highest freshman to sophomore retention rate within the UM System. Our current retention goal is 90%.

II. Priority Issues for the 2007-08 Academic Year

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

- The UMR Academic Advising Office is currently developing this program. A full description of the recovery program will be presented at the next meeting.

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.

- Lynn Stichnote asked: What can we do to communicate to our students that all degrees are equally important/credible? This issue is an important one to consider when recruiting in the Arts & Sciences fields, since we want to recruit our high ability students into these fields, and we want them to feel that it's okay to major outside of Engineering.
- Dr. Larry Gragg stated this is an important issue and that the attitudes of students, faculty staff should reflect "respect for all majors".

- Lynn Stichnote suggested possibly addressing the issue during convocation by working the “respect” statement into the speech when the UMR values are read to the students.
- Dr. Collier suggested the UMR “Success Chain” could possibly be used as a mechanism for communicating with students.
- Other ideas: Hold discussions with students during Opening Week, and conduct group work with students in Freshman Engineering.

Consider the formal development of a Second Year Experience Program to help UMR sophomores succeed academically and complete their degrees.

III. Dr. Collier suggested we consider establishing a retention goal for second year students. Our current second to third year retention rate is 78%. Faculty **Scholastic Probation Form Implementation**

The new Scholastic Probation Form was implemented and the Department Chairs were notified by Dr. Collier on August 10, 2007. The committee was provided with copies of the new form and the August 10 memorandum.

IV. Course Syllabi Information for Faculty-Fall 2007 (Memo)

Dr. Collier issued a memo to the faculty on August 13, 2007 reminding them to provide students with a course syllabus that emphasizes the expectations that students must meet in order to be successful in the course. In addition, the course syllabus should include information about the Academic Alert System, Disability Support Services and Academic Dishonesty. The committee was provided with a copy of the August 13 memorandum.

V. Academic Alert System-2006-07 Annual Assessment

Amy Gillman provided the committee with a copy of the 2006-07 Academic Alert System assessment report. A verbal summary of the report was provided to the committee.

VI. Announcements:

A. 2007-08 Academic Advising Luncheon Series: “The Academic Alert System: What Does it Tell Us?”, 9/12/07,

VII. 12:00 PM, UMR Havener Center

The meeting was adjourned.