



**Task Force on Undergraduate Retention and Graduation:
Meeting Documentation
April 21, 2011**

Part 1. Attendance

Committee Numbers:	Lisa Axe, John Bechtold, John Cays, Barry Cohen, Ian Gatley, Sharon Morgan, Judith Redling, Cheickna Sylla; Perry Deess, Hank Ross, Norbert Elliot, Joel Bloom
Meeting Aim:	“It is the purpose of the Task Force on Undergraduate Retention and Graduation to complete an analysis of undergraduate retention and graduation and to recommend tactics for implementation that will yield improvements on both areas.” President Altenkirch Charge to the Committee, February 3, 2011
Meeting Date:	April 21, 2011
Meeting Time:	3:00 pm
Meeting Location:	398 Fenster Hall
Chair:	Ian Gatley
Vice Chair:	Jack Gentul
Meeting Purpose:	Discuss implementation strategy for NCE Learning Communities: placement in Math 111 and interventions for at risk students; Define intervention strategies for at risk students in Learning Communities from colleges other than NCE.

Part 2: Agenda

Agenda Items	
1	Approval of minutes from April 14, 2011
2	Review of ViSTA model report from April 14, 2011
3	Assessment of what remains to be done by Task Force by May 15,2011
4	Discuss implementation strategy for NCE Learning Communities: placement in Math 111 and interventions for at risk students; Define intervention strategies for at risk students in Learning Communities.

Part 3: Discussion of Agenda

Discussion on Agenda Items	
1	Minutes have been emailed to committee members regularly with the intent of incorporating feedback. Only approved minutes have been posted on the task force web site. Minutes have not been formally approved in the last several task force meetings. The approved minutes on the task force web site, as well as those that have not been approved by the committee, will be reviewed at the April 28 th meeting.
2	Implementation of placement strategies and interventions has to be planned out carefully. In addition to placement of students, placement of faculty is critical. Communication with and among math and other course instructors is critical.
3	NCE has articulated its needs for its students. Meetings these needs may require us to question old assumptions.
4	More criterion referenced data, such as that provided by the AP courses, has an advantage over standardized testing. The HS transcript is also a valuable source of information on student achievement and potential. Placement needs to be a more collaborative process.
5	An intervention strategy for NCE students could move them to Math 138 and allow them to make up the credit in the winter session.
6	There is a lot of material available on the web that can already help prepare students. New students should start looking at these material asap.

Part 4: Action Items from Agenda

Action on Agenda	
1	The approved minutes on the task force web site, as well as those that have not been approved by the committee, will be reviewed at the April 28 th meeting.
2	The ViSTA model will be thoroughly reviewed at the next meeting, with consideration of what recommendations have been made by the Task Force and what issues still need to be addressed.