



**Task Force on Undergraduate Retention and Graduation:
Meeting Documentation
April 28, 2011**

Part 1. Attendance

Committee Numbers:	Lisa Axe, John Bechtold, John Cays, 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 28, 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 21, 2011; Approval of revised minutes from prior meetings
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

Part 3: Discussion of Agenda

Discussion on Agenda Items	
1	Minutes for April 21, and all minutes that have been revised for prior meetings: Approved unanimously by the members in attendance.
2	<p>Review of ViSTA model:</p> <ul style="list-style-type: none"> • Several metrics read more like tactics; the wording should be revised or these metrics should be identified as tactics. • Metrics that draw from the NJIT Strategic plan should be noted as such (p. 2). The metric referring to the NJIT model of advisement (p. 3) needs to be reworded since it implies that retention rates are due only to advisement models. • The retention and graduation rates for ADHC and EOP (p. 4) need to be listed separately. The six-year graduation rate only should be indicated for each. • The bibliography referred to on p. 1 is outlined in the President’s charge to the Task Force.
3	<p>Review of Final Report Outline: Issues were identified as relevant to retention and graduation but not addressed in the ViSTA model or final report outline. It was noted that the recent policies approved by CAA -will positively impact GPA (e.g., repeat policy for upper division courses and internal transfer policy) especially for seniors.</p> <p>Economic and psycho-social factors such as tenacity impacting retention and graduation are more difficult to measure and have not been tracked systematically. While these are factors not explicitly stated in the President’s charge to the Task Force, it is advised that relevant data be more rigorously collected and assessed so that an infrastructure is designed to augment student support.</p>
4	<p>Review of policies regarding math placement, physics placement (tied to math placement) and 16-credit limit for the first semester for FTFTF:</p> <p>These strategies were approved by the Deans and will be effective Fall 2011. It was noted that these policies represent a pilot program to be evaluated at the end of AY12.</p>
5	<p>Discussion of intervention strategies:</p> <ul style="list-style-type: none"> • Placement and intervention strategies appeal to more rigorous advising model that provides a continuum of support. • Students will begin as closely as possible to the “starting line,” prescribed by the curriculum they are admitted to. Interventions to bring them to the starting line include a summer pre-calculus course. • While many more students will begin at the starting line, after the third week of class students in need of additional bridge course work could make up the credit needed to fulfill requirements during the winter session. This process is especially relevant to students in mathematics

	courses.
6	To allow time for development of final report draft, the Task Force will meet again on May 12. All correspondences until then will be carried out electronically. A draft of the final report will be distributed to the committee by May 9 th .

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	Draft committee report by May 9, revise with committee, and forward to president by the May 15 due date.