I. Recap Professional Development Day:
   A. Peer review of assessment data: Eun reported that the review went fine; thanks to Mark Hanson.
   B. Website launch: Feedback on the Accreditation Process webpage has been positive; people are able to see progress and all are sharing their efforts/ideas with others. Website will be updated as new materials come in.

II. Updates on Co-Curricular and Special Areas
   A. Final reports deadline: Due Jan. 31st

III. HGI/Retention Update
   A. Grades First: The target times for Grades First in the semester include:
      - First week of school: first week attendance to check on no shows. For this semester, there were 43 who did not show up for the first week of classes.
      - Second week of school: this Monday, Jan 27, there will be an academic check
      - 7th week of school

   Some suggestions made included:
      - It would be good to have someone on the Academic Affairs side to respond to faculty who have questions regarding Grades First.
      - There was also a suggestion that a list of FAQs be developed for questions that are coming up during this pilot period;

   B. Leavers Survey: This will go out next week (beginning of third week of class) to all students who did not return from Fall.

   Margy shared some information that they had collected on the FA13 freshmen cohort.
      - 43 freshmen did not return
      - ave gpa of those who did not return was 1.64; those who continued, had a 2.99 ave gpa.
      - 17 went to another campus
      - Report attached

   Rick mentioned that for ED students, they often leave, but then return 1-2 semesters later.

IV. Data Support and Analysis
   A. Data Requests: Continue to send data request to Sreang /Eun. Julie says he’s been very helpful.

V. Workshop on Retention and Academic Achievement
   A. Dr. Cuseo will be here February 5-7
VI. Upcoming Deadlines: Please remind those in your areas/divisions about the deadlines below; Mark, Linda N and Eun available to help, if needed.
A. Jan 31: Oral and Communications Assessment Reports
B. Jan 31: Co-Curricular and Special Area Assessment Reports
C. Feb 14: Concentration Level Assessment Reports

VII. Other

- Communications plan: The plan was shared, and there has been a call for comments online in the Bulletin. The form is now anonymous for form to put in communications input on the plan. Julie will put another announcement in next week with link to an anonymous form to submit. There will be 3 student focus groups next week; faculty (lead by Sherry; 9 participants) and staff (lead by Sarah) focus groups have already met. Would like to have more faculty and staff input.
- There is a survey of faculty senate committees to see what the committees do to communicate with other faculty (Brenda)
- Feedback from the consultant: We now have 100% participation from the campus from every area of the institution. The feedback from the consultant has been positive, and so far so good. We are on the path to a successful visit.

- Announcement: There will be a Tenure & Promotion workshop on April 11 (Brenda); also the Humanities meeting April 11 at the same time at 1 pm.

Next meeting February 28 and April 11 at 1 pm in room D104; please note, no March meeting.