I. **Restructure Retention Subcommittee**

Eun informed the group that he and Linda are taking Sherry off the Retention Subcommittee so she can concentrate on other priority projects that have potential funding opportunities for the University.

Sherry informed the HGI team that the Retention Subcommittee’s plans for spring semester are to refine the recommendations indicated in its fall semester report for next steps as appropriate. The Retention Subcommittee discussed moving the general responsibility for monitoring retention back to the HGI team beginning Fall 2014, after the conclusion of spring semester when the foundational work done by the Subcommittee is in place.

Stephanie Kamai will replace Sherry on the Retention Subcommittee.

II. **Update on GradesFirst**

Margy was ill and unable to attend the meeting, but sent the following report:

Results of GradesFirst E Ala Pono Campaign #2, Dates 1/27/14-2/3/14:

- 15 out of 22 pilot faculty responded
- 71 students identified as follows:
  - 43% (32) for not turning in assignments
  - 43% (31) for poor performance on tests/quizzes
  - 6 students for absenteeism
  - 2 students for “other”
- All students were reached out to by Student Development Team (Leslie, Steven Taketa, Loea Akiona, Kealaikahiki staff, Sarah Juran, advisors) first by phone contact, second by email.
- There are still a few glitches in Banner import and other GF software backend programming. Kealohi is working with the FGF rep.
- Next GradesFirst E Ala Pono Campaign #3, Dates 2/24/14-3/3/14 (Last day to withdraw with “W” is 3/14/14)
III.  **Update on Sample Academic Plans**

No information was available on the status of the sample academic plans. Ross said the subcommittee has not yet met (see last month’s meeting notes). Jim will check with Leslie on the status of the sample academic plans and a report will be provided at next month’s meeting.

IV.  **Embedded Developmental Courses**

- Update on Hiring FT English Instructor – Amy reported that the applications are being reviewed. The deadline for applications is February 28th.

- Fall and Spring Offering Needs/Options – Terri reported there is a tentative schedule of classes in place for fall semester now that includes two sections of embedded developmental English courses and two sections of embedded developmental math courses.

V.  **Recap of Dr. Joe Cuseo’s visit**

Margy was ill and unable to attend, but sent the following report:

- All open sessions were attended by an average of 20 people. CTLE will have a report available from the session evaluations later next week.

**Next meeting: March 14th @ 8am in room E109**