Data Mining Sub-Committee Meeting Minutes

Meeting Date: January 6, 2014

Location: Student Affairs Leadership Meeting Room

<table>
<thead>
<tr>
<th>Agenda:</th>
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<td>• Data collection</td>
<td>Denise Liguori</td>
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<td>• Final steps and wrap up for this cycle</td>
<td>Pricilla Klymenko</td>
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<td>• Next steps</td>
<td>Samantha Ekizian</td>
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<td>• Handoff to new leadership</td>
<td>Kim Smokowski</td>
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The Sub-Committee discussed details related to the manual audit process, data use and collection. **The following decisions were made:**

1. **Assessment of initiative and implementation**
   All successful Project Graduation intervention records and spreadsheets will be passed to Pricilla after the January 20th student letter (opt out) date passes. A meeting will be held to transfer documentation for processing of graduation. Committee members will continue to outreach to the students to complete interventions, collect data and maintain spreadsheets and related documentation in preparation of that meeting.

2. **The problem (findings)**
   The committee members will continue to attempt to obtain student permission for change catalog years and/or Adjustment of Degrees via paper letters, e-mail and telephone calls. If we are unsuccessful in reaching students, records will be updated, case notes and letters will be scanned into the student’s record. The Clearing House then will be utilized in an attempt to locate these students. Before the next round of Data Mining, these records will be extracted out to avoid duplicating efforts. Data will continue to be collected and updated in an attempt to locate and track and graduate these students.

3. **Initiative/Implementation**
Students that communicated that they do not want to graduate at this time (2) will be given a CRI code on their BCC student record. This will prevent them from graduating and allow us to keep data to use for graduation outreach at later dates.

4. **Initiative/Implementation**
   Students with unresolved HOLDS (9) will be graduated. HOLDS will remain on the student records which will block them from receiving their diploma and transcripts until holds are resolved.

5. **Assessment of initiative and implementation**
   The records of students that were denied Dean Approval for Adjustment of Degree (17) will be merged with the “No not ready to graduate” list. This will permit these students to receive additional intervention and outreach to assist them to graduate.

6. **Initiative/Implementation**
   Copies of all graduation documentation will be forwarded to Enrollment Services for scanning into the student records.

7. **Initiative/Implementation**
   The “Not Eligible to graduate” 1000+ students were selected as the next project of the Sub-Committee for intervention to graduate. These students have been identified as having completing 60+ credits, 2.0 GPAs & still needed 1 or 2 more courses. It was noted that if we have success with even ½ of these students we can double our current numbers.

**Opt Out vs Opt In Initiative/Implementation**
   The committee further discussed the concept and culture change from the old opting in practice to the current expectation of graduation with opting out as an anomaly on a requested basis. Denise suggested that the next revision of the College Application reflect this change. She will speak with Jude Fleurismond before the next Recruitment Meeting to request an agenda item for discussion about adding “graduation language” to admissions and recruitment materials.
Pricilla will review Enrollment and Graduation information on-line and in department literature to eliminate any reference to “applying for graduation” and revise to the current practice of “Confirming My Graduation”.

**Next Steps Initiative/Implementation**

- All members will continue to complete interventions and update data.
- As the New Chair of the now merged Sub-Committees, Pricilla will call the next meeting. At that meeting all records will be collected so that the students can be processed as graduates. Denise will attend and collect final cycle data at that meeting.
- The New Committee membership is:
  - Chair Pricilla Klymenko
    - Hyacinthe Nkurunziza
    - Lynne Richardson
    - Monica Postle
    - Samantha Ekizian
    - Kim Smokowski
    - Ralph Choonoo
    - Nadine Philips
      - Consultants as needed:
      - Jackie Ottey
      - Denise Liguori
- Denise will ask IT to add Pricilla to Project Graduation E-mail accounts.
- The Sub-Committee will begin the process of intervention of the “Not Eligible to graduate” group.