

# **AtD Student Experience & Retention Team**

## **MINUTES – July 18, 2019**

Attendees: Kerri Thurman, Gina Davis, Lara Conklin, Timothy Morgan, Amie Musk, Kellie McBride, Paulina Padjen, Tammy Rigglesman, Kalie Kilgore, Candace McNeal, Tom Carey, Stacy Ehmen

### **1. Action Plan for Student Employment Process Updates:**

- a. Updates & Discussion with each sub-team: The team went through the Student Employment Action Plan discussing the tasks and what still needs to be done. Please see the attached Action Plan for notes/updates. Notable highlights:
  - We will direct all supervisors and students to Kellie McBride in Career Services. If a Supervisor has a student worker/work study opening, she will help them complete the position announcement and send it to HR. A Google Form will be used if Supervisors just want to fill it out online and send it to Kellie. Students will also be directed to Kellie for help maneuvering the application process. Kellie will let them know that it is best to apply for more than one position. This way, Kellie will know what positions are open on campus and be able to instruct students as they work through the process. Kellie will also be able to print a report that allows her to tell Supervisors what students have applied for jobs (in case students don't apply for certain positions/areas). Supervisors can contact the students directly then.
  - Students will apply for department-specific openings versus 1 general student worker opening. This will allow the College to communicate when positions have been filled and not leave the student hanging. Kellie McBride will help direct the students to apply for more than 1 position. We will assess the effectiveness of this change after one year. We will compare the number of student applicants in FY19 to the number in FY20.
  - Paulina will be adding a line to Student Employment Application that states, "The FAFSA is the first step to federal/State grants, scholarships, loans, and work-study eligibility." This is to help them understand its importance early on.
- b. We still hope to update staff/faculty at the Fall In-Service via a print-out due to the tight timeline.

### **2. Financial Aid Processes & Communications:**

- Now we need to map the process from a student's perspective; talking to recent FAFSA completers, students who have not completed the FAFSA yet (do they know where to go), and veteran FA recipients. We also want to make sure that we get a mix of students age-wise and ethnicity-wise.
- We would like to ask the students the following questions:
  1. Do you know what financial aid is?
  2. Do you know where to go to apply for financial aid?
  3. Do you know what an FSA ID is?
  4. Do you know how often to apply?
  5. Do you know when to apply?
  6. Have you visited the Financial Aid Office at DACC?
  7. What stops you from applying? Or What stops you from applying earlier on?
- Once we have all viewpoints, we can determine the "loss in momentum points" that we can address.

### **3. Data requested: What are the demographics of our students who apply and then who receive financial aid? Are we missing any groups of students? How can we help groups we are missing?**

4. Other ideas that were brought up during the meeting:
  - With the Admissions Acceptance Letter for incoming freshman, include a Next Steps sheet to explain what processes they can start working on after applying. Ex: Complete FAFSA, etc.
  - Do a better job on communications explaining why students should fill out a FAFSA even if they do not think they are eligible for state/federal financial aid.
5. Future Meeting Dates: For the most part, we will be sticking with the 3<sup>rd</sup> Thursday of the month at 1:30 pm in the Laura Lee Room. There is just one exception due to the August/September schedules. Please see below:
  - Thursday, September 12, 2019 @ 1:30 pm in the Laura Lee Room
  - 1. This is early due to College Day on the 19<sup>th</sup> and the fact that we will not have an August meeting due to it being during the first week of classes.
  - Thursday, October 17<sup>th</sup> @ 1:30 pm in the Laura Lee Room
  - Thursday, November 21<sup>st</sup> @ 1:30 pm in the Laura Lee Room
  - Thursday, December 19<sup>th</sup> @ 1:30 pm in the Laura Lee Room