**Committee on Retention Efforts (CORE)**

**Meeting Minutes**

**October 3, 2012**

1. **Call to Order**

The Committee on Retention Efforts (CORE) was called to order on September 19, 2012 at 1:00 p.m. by co-chairperson Karla Sanders, in the Student Success Center Classroom 1117, at Ninth Street Hall.

**Members present:** Karla Sanders, co-chair, Kimberlie Moock, co-chair, Cindy Boyer, Jerry Donna, Patricia Poulter, Christie Roszkowski, Jody Stone, and Tim Taylor

 **Members absent:** Mona Davenport, Mary Herrington-Perry, William Lovekamp, Jennifer Stringfellow, and Jean Wolski

Guest: Graduate Assistant Jamell Barber

1. **CORE Minutes from September 19, 2012**

Roszkowski made a motion to approve the September 19, 2012 minutes, and Boyer seconded the motion. The September 19, 2012 minutes were approved as written with Roszkowski and Taylor abstaining.

1. **Institutional Strategic Enrollment Planning-Review SWOT**

Moock and Sanders asked the committee to write down their thoughts on pieces of post-it notes regarding retention at EIU using a SWOT (Strength, Weakness, Opportunities, and Threats) analysis. They were then compiled on the black board for everyone to discuss. Moock will write a one page summary of SWOT to be put into the Strategic Plan.

1. **Newsletter**

Sanders reported on the newsletter draft and what submissions were still needed. Wolski will do a piece on Theatre major forum courses which will be in the spotlight corner with sociology and business. Early Alert will have a segment on “The View from the Trenches”. If submitting an article or photos, they are due to Sanders by October 5.

1. **Retention Plan**

Sanders disseminated the Retention Plan draft and asked the committee to send her their suggestions by email so the draft can be shared with Enrollment Worx.

Moock and Sanders disseminated the Strategic Enrollment Group data and said the handouts will be added to the Retention Plan as appendices for data. Discussion followed.

1. **Next Meeting**

The Committee on Retention Efforts canceled the October 17 meeting and will meet on November 7 in classroom 1117, in the Student Success Center at Ninth Street Hall from 1:00 to 2:15 p.m.

1. **Adjourn**

The meeting adjourned at 2:25 p.m.

*~Minutes submitted by Ms. Kimberly Sweeney, Recording Secretary*