



**Retention and Completion Committee  
Meeting Agenda**  
February 14, 2022 10-11 am  
Google Meet

- I. **Call Meeting to Order- Time: 10:04 am**
- II. **Roll Call- Present: Non-voting- Secretary: Estelle Garcia ☒ Chair: Tycie Jackson ☒**
  1. **Voting members: Renee Maestas ☒, Raymond Varela☒, Karen Wezwick☒, Larry Paiz☐**
  2. **Guests: Shannon Ortiz ☒, Daniel Kelly ☒**
- III. **Approval of Agenda- Karen motion to approve- Renee 2<sup>nd</sup> the motion**
- IV. **Approval of Minutes from September 10, 2021- motion to approve: Raymond- 2<sup>nd</sup> :Karen**
- V. **Informational/Discussion Items**
  1. **Chair report-**
    - a) **Re-cap of work accomplished Fall 2021**
      1. **Research and Public Service Project- Adviser/Tutoring Fund Application-  
New goals set- these will be incorporated into 3-year Plan**
      2. **Retention and Completion Goal Review- Initiatives & Outcomes submitted  
to Dr. Day (access for committee members to view via google drive)**
      3. **Retention and Completion HLC questions answered (access for committee  
members to view via google drive)**
      4. **New Member Discussion: Shannon Ortiz and Daniel Kelly**
    2. **Other Member reports related to other committee activities- (2 minutes per person to  
report)**
    3. **3-year Plan Subcommittees: Data Collection subcommittee, Goal Setting subcommittee –  
Subcommittee’s not necessary. Raymond will get data from IR- Goal Setting as a full  
committee- Tycie meeting with Dr. Day to narrow and focus goals for upcoming 3-year plan.**
- VI. **Action Item**
  1. **New Membership- Daniel Kelly and Shannon Ortiz voted in**

**VII. New or Follow-up Items for Next Meeting's Agenda**

- 1. Shared Drive- Tycie Jackson**
- 2. Data Review- Available data collected thus far. Take notes on where the data needs to come from to bring back to the committee.**
- 3. Chair report from meeting with Dr. Day**

**VIII. Next Meeting Scheduled – February 21 @ 10am**

**IX. Adjournment of Meeting Raymond motion- Karen 2<sup>nd</sup>**