



Retention and Completion Committee

Meeting Minutes

April 5, 2018 @ 2:00 p.m.
Board Room

Members Present: Nathan Baker; Nicholas Casados, Jr.; Michael Montoya; Brenda Ortega; Monica Rossetti; Dr. Anita Roybal; Raymond Varela, Acting Chair

- I. Call Meeting to Order and Establish a Quorum**—There were not enough people to establish a quorum. Michael and Dr. Anita had to leave early. Members present agreed to briefly review and discuss agenda items on an FYI basis only.
- II. Approval of Agenda**—Unable to approve. No Quorum.
- III. Approval of Minutes from March 22, 2018 Meeting**—Unable to approve. No Quorum. Updated minutes unavailable.
- IV. Informational/Discussion Items**
 - 1. Committee Member Reports**—
 - Raymond provided the group with a copy of the data from the ACE Lab to peruse.
 - Others said that they have stats available and agreed that we should all have them to share at the next meeting.
 - The committee needs to determine the information that will be in the report and what the actual report should look like. We will likely ask the Registrar what kind of data is needed, how the R & C committee can help to collect and disaggregate the data, where and how it should be stored, and how it will be best used.
 - 2. Retention Survey**—
 - Several possible survey questions were submitted to Sierra.
 - Members are still welcome to send more questions to Sierra or Ray.
 - The purpose of the survey is to identify the barriers to retention and completion.
 - The group will review and revise them accordingly to create a survey that will help us determine how best to address the needs of our student population.
 - The survey may also help us to determine what is currently being done that is already working. In other words, we ought to also find out “why the students are staying at LCC” and build upon those particulars too.
 - The survey could be provided to students online, through English classes, or when final exams are taken.

3. Fall 18 Registration Event—

- The R&C committee will likely recruit the help of the Student Government for ideas about and carrying out registration events.
- Members want to know how the event will be paid for—i.e. Do we have a budget? Where does the money come from? Etc.
- One of the current obstacles to planning is not knowing the verdict of the HLC about LCC until June. However, we may consider hosting a registration event for the summer term as a “test run.”
- Possible events: Pancake Breakfast, a Transfer-Registration-Advisement-Career (TERC), or any other small-scale event in an effort to bring students in for the summer term.

4. R & C Systems at Peer Institutions—

- Ray provided handouts with information about R&C from Northern NM College and Clovis Community College. The purpose is to garner information that we can use to develop our own R&C Committee.

5. Department Data/Chart—

- The committee will take actions to select the data that all departments will need to collect.
- Our efforts are to provide structure and consistency to the kind of data being collected and how it will best be used.
- See IV.1. for more information.

V. New or Follow-up Items for Next Meeting’s Agenda—Send ideas/requests to Sierra or Ray by April 11, 2018.

VI. Next meeting- April 12, 2018. Location TBD.

VII. Adjournment of Meeting—2:45PM

Minutes prepared by Brenda Ortega