



Retention and Completion Committee
Meeting Minutes
March 21, 2022 10-11 am
Early Childhood Education Classroom

- I. **Call Meeting to Order-** Meeting was called to order at 10:24 am. Quorum was met.
- II. **Roll Call- Present: Non-voting- Secretary: Estelle Garcia** **Chair: Tycie Jackson**
 1. **Voting members: Renee Maestas** , **Raymond Varela** , **Karen Wezwick** , **Larry Paiz**
Shannon Ortiz , **Daniel Kelly**
- III. **Approval of Agenda-** Karen Wezwick made the motion to approve the agenda, Shannon Ortiz 2nd the motion, motion carried.
- IV. **Approval of Minutes from February 21, 2022 and Feb 28, 2022-** Karen Wezwick made a motion to approve the February 21st agenda with corrections to 2nd sentence under Informational/Discussion Items. Correction should read, “Looked at the Retention and Completion plan; what we have accomplished thus far will be part of the plan.” Renee Maestas 2nd the motion; motion carried.
Raymond made a motion to approve the February 28th minutes; Shannon Ortiz 2nd the motion; motion carried.
- V. **Informational/Discussion Items**
 1. **Raymond’s Revised Chart-** Raymond revised the chart for the Retention and Completion 3-year plan. The revised chart is in the shared folder.
 2. **Members work together to determine three goals for the next three years. Discuss how to scaffold the goals each year so that by the end of year three it can be determined what the next goals should be** – This is an ongoing discussion item for groups to report on where they are with setting goals. A reminder that Tycie and Renee are working on goals that pertain to courses meeting the needs of students. Daniel and Shannon are working on goals related to alumni.
Raymond and Karen are working on other goals related to professional development.
 3. **Student Senate Survey-** Raymond explained the purpose for the student senate survey.
- VI. **Action Item-none**

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

VIII. Next Meeting Scheduled – Monday 28th is a work day for groups to work on their goals. Wednesday, April 6th @3pm is an entire Committee work session. Next regular Retention and Completion meeting will be April 11th @ 10am

IX. Adjournment of Meeting: Meeting was adjourned @ 10:54 am. Shannon Ortiz made a motion to adjourn, Renee Maestas 2nd the motion.