



Retention and Completion Advisement Subcommittee

Tuesday, Aug. 6, 2019, 10 a.m.

Meeting Location: MEC Foyer

MINUTES

I. Call Meeting to Order and Establish a Quorum

1. Present: Sierra Fernandez, Janice Varela, Melissa Cordova, Sarah Cantu, Renee Maestas, Karen Wezwick, Rick Baca, Tycie Jackson, Harry Estep. Vanessa Torres and Brenda Wagoner arrived late.

II. Approval of Agenda—Motion by Sierra, second by Janice.

III. Approval of Minutes from Last Meeting—tabled, as not available

IV. Informational/Discussion Items

1. Michael Montoya--Director of Financial Aid

Michael shared a portion of his wealth of knowledge of Financial Aid.

Topics discussed were:

- How much money could be awarded;
- How disbursements were handled when there are more than one institution;
- What makes a student full-time & eligible;
- What GPAs need to be maintained for each scholarship (2.5 or higher for Bridge to Success Scholarship, solid 2.5 for the Lottery Scholarship);
- When a student is “maxing out” on funding;
- Handout illustrating percentages of maxing out for each program (-A-)
- Encouraging students’ email usage;
- Schedule of Financial Aid help (MWF, as TT is reserved for testing);
- Double-checking that books are listed online, so students can access them;
- Completions, certificates, & Associates Degrees and how they translate to more money for the institution;
- Academic progress monitoring;
- Petitioning for certifications & Degrees;
- General Ed Degree being phased out;
- “Stacking” Degrees, & reverse transferring to manage more completions; and
- Knowing that any AA attained would also fulfill the requirements for a Gen Ed AA.

2. Harry Estep—LCC Assistant Baseball Coach

- Gave all cell phone for any contact—760-289-0957.
- All athletes NEED Composition II in order to achieve their AA
- Any conflicts will be handled thus: class FIRST, practice second.
- Call for any reason—coaches can straighten out a lot of problems.
- Should be registered for 12 credit hours, 15 is better as it gives a cushion for poor performance. 17 or 18 hours are ok, too, as they have 5 hours study hours required.

3. Completed Advisor sheets and data for Spring/Summer 2019. Deadline extended to Fri., Aug. 16, 5 p.m. Email to Rick Baca. Combine Spring & Summer contacts.

4. Sierra Fernandez--R&C approved Charter & First Year Seminar approved

- The First Year Experience Class is a “go”, thanks to Baker & Crespin for all their hard work on getting it ready. It will be a co-requisite class along with English106 (1110) & will cover topics needed to know for the first time freshmen. The syllabus sample was circulated for those interested; Course number for the class will be FYEX1110.
 - Briefly talked about the Charter for the R&C Committee, and all four subcommittees (-B-). Said that, hopefully, the board will approve upon it’s being presented—in the next month.
5. **DA speaker--Dr. Joanne Damminger--**Wed. Aug. 14 at 9 a.m. in the auditorium, schedule currently being finalized, by Breanna Gould, will be emailed when complete. (-D-)
6. **Renee Maestas—SSC Advisor.**
- Went over Placement Scores once more, giving all an updated score sheet (-C-) to refer to during advising sessions.
 - Restated that ACCU Placer scores are read as, “where the student has sufficed, or **where they tested AT**” and **they need to take that class.**
 - EQV scores are read that the student **has fulfilled that requirement level** & they can take **the next class.**
 - She requested that score sheets be attached to registration cards when that is what is determining which class they should be placed in.
 - NCOM = NM Common Course ##
 - The students **should have already taken** the required English & Math by the time they come to us. (ENGL 106 & MATH 102)
- **STUDENT ORIENTATION** will be on the 16th of August, Friday. Set-up will begin around 7:45 am, and requested all advisors make plans to help, and to be at the luncheon to represent their department and answer questions.
- V. **Action Items:**
1. **Selection of a new R&C Advisement Subcommittee Chair**—Nominations for new chair for the Fiscal year were entertained. Nominated were Brenda Wagoner by Sierra Fernandez, Tycie Jackson and Janice Varela by Rick Baca. Janice politely declined. It was decided by consensus that nominations would be accepted via email, until this Friday, at 5p.m., and that elections would occur as first action item on next regular meeting, in September.
- VI. **Next Meeting--**Tues. Sept. 10th, from 10 to 11:30 a.m.
- VII. **Move to adjourn** meeting was made by Janice Varela, seconded by Brenda Wagoner, and passed. Meeting adjourned at 11:31a.m.