



**Retention and Completion Committee  
Meeting Minutes**

Thursday, February 22, 2018 @ 2:00 p.m.  
LCC Student Success Center Board Room

**Call Meeting to Order**

Meeting was called to order by R & C Chairperson, Ms. Sierra Fernandez

**Attendees:** Nicholas Casados, School of Business, Dr. Antia Roybal, Humanities Director, Raymond Varela, STEM, Chairperson Sierra Fernandez, Nursing Student Success Coach, Nathan Baker, Humanities Faculty Advisor, Renee Maestas, Student Success Center, Monica Rossetti, Humanities/CJ, Cynthia Branch, Student Success Center, Moses Marquez, Admission/Recruitment, Dr. Sharon Lalla, Vice President of Academics, Michael Montoya, Student Services/Financial Aid and SherylAnn Yara, Minute Recorder.

**Approval of Agenda**

Michael Montoya moved for approval of the Agenda. Dr. Anita Roybal seconded the motion, with all in favor, the motion did carry.

**Approval of Minutes**

- Monica Rossetti advised that her last name is spelled Rossetti and not Rosetti.
- Last sentence of page 1, removed word **which**
- Second sentence of page 2 should read Humanities and not Human Resources
- Last page, Chairperson is misspelled

Michael Montoya moved for approval of the minutes with the above listed corrections. Monica Rossetti seconded the motion, with all in favor, the motion did carry.

**Co-Chair Nominations**

Raymond Varela of STEM was nominated as Co-Chairperson.

Monica Rossetti moved for approval of the appointment of Raymond Varela of STEM as Co-Chairperson. Michael Montoya seconded the motion, with all in favor, the motion did carry.

**Committee Purpose Statement**

- Chairperson Fernandez advised that today, the R&C Committee will work to complete their portion of the Shared Governance Structure. A handout was submitted which was prepared by the Strategic Planning Committee as a tool.
- Chairperson Fernandez advised that the mission for today's meeting is to create charges and time lines in order to get a report to the President.

## Committee Priorities

- Sierra Fernandez - Work with President in order to have a Strategic Plan prepared and ready to present to the Board of Trustees.
- Monica Rossetti – Maximize current or additional Student Support Services, approach evidence based analysis on Tutor Lab
- Dr. Anita Roybal – Identify student needs, what is unique about our students
- Attrition (Student Success Center), Attrition Rates, Reason for Attrition Data, look at data to check for trends
- Michael Montoya – What does R&C mean to each of us, find a common ground to find purpose
- Retention rates are not accurate
- How does LCC get these students and meet their needs academically and financially.
- Retention and Completion is campus wide!
- Moses Marquez handed out a copy of a letter dated August 10, 2001 which also served as an **Outline of Data Analysis Needs**

After some discussion regarding the Outline of Data Analysis Needs letter, the R&C Committee were able to agree on the Committee's charge;

Title: RA-RA- (Recruitment, Advisement, Retention and Assessment) Task Force

Purpose: to study and attempt to strengthen all LCC services provided to students throughout their college experience, specifically:

- To examine the existing systems for recruiting, advising, counseling, retaining and evaluating student's experiences;
- To determine needs and identify problem areas;
- To research and recommend solutions;
- To strengthen and/or establish lines of communication and coordination among involved entities;
- Coordination across campus to include Shared Governance

Michael Montoya advised that we need to think about what data we need to request, such as information on students dropping classes and/or school, further advising that this information would come from the office of the Registrar.

Dr. Lalla also advised that through advisement, there should be a trail regarding Michael's comments.

Discussion then ensued regarding data collection from the Portal and the Early Alert Program.

Michael advised that the Portal is a great tool, although until everyone is on board, it will not work and suggested that anyone having problems with the Portal, contact LCC's IT department. Regarding the Early Alert Program, some suggestions were made as to how to improve the Program;

- Make it part of employee contract (signatures)

- Office Manager assist by reporting of early alerts

**Objectives (Priorities)**

- Compile data;
- Figure out what holes we have (what department's we don't have data on);
- How do we fill these holes;
- Modify the role of Faculty Advisor (set of procedures)
- R&C is everyone's job

**Date, time and location of next R&C Committee Meeting**

Thursday, March 1, 2018 @ 2:00 p.m. – Student Success Center Board Room.

**Adjourn – 3:40 p.m.**

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Sierra Fernandez, R&C Chairperson

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SherylAnn Yara, Minute Recorder

