



**Retention and Completion Committee  
Meeting Minutes**

**Tuesday – February 15, 2018 @ 1:00 p.m.  
Student Success Board Room**

Interim President Ricky Serna called the first held R&C Retention and Completion Committee Meeting to order.

**Attendees:** Dr. Anita Roybal, Humanities Director, Monica Rossetti, Instructor, Renee Maestas, Student Services, Martin J. Garcia (for Moses Marquez), Recruitment and Admissions, Raymond Varela, STEM, Kenneth Bachicha, Humanities/MA/&FT, Sierra Fernandez, Nursing Faculty Advisor, Michael Montoya, Student Success Center/Financial Aid Director, Nicholas Casados, School of Business Faculty Advisor, Brenda Ortega, Education Director, Jacqueline Romero-Arguello, Nursing, Irma Joy Shrum, Nursing Instructor and SherylAnn Yara, Minute Recorder.

**Absent:** Moses Marquez, Admissions and Recruitment, Cindy Branch, Student Success Center and Janice Medrano, Student Success Center.

**Membership:** Membership was discussed and it was decided that the committee would consist of the Director of Student Services, Michael Montoya, Student Services staff, Moses Marquez, Academic Directors, Dr. Anita Roybal, Humanities Director and Brenda Ortega, Education Director, Academic Advisors, Nathan Baker, Humanities Faculty Advisor, Monica Rossetti, Criminal Justice Instructor, Nicholas Casados, School of Business Faculty Advisor and Sierra Fernandez, Allied Health Faculty Advisor, Student Services Advisors, Renee Maestas, Student Services Manager, Alternate Cindy Branch, Student Services/Advisor/Counselor, Alternate Janice Medrano, Student Services Advisor, Faculty Staff and Student, Raymond Varela, STEM, Joy Shrum, Nursing Instructor and Jacqueline Romero-Arguello, Nursing.

At this time, Interim President Serna asked that someone be appointed to the position of R&C Chairperson who would may later wish to join the Senate.

Sierra Fernandez was unanimously appointed as the R&C Chairperson.

Interim President Serna advised the committee that neither he nor Dr. Sharon Lalla, Vice President of Academics will not be not members of the R&C Committee.

**TRANSITIONAL ITEMS**

**Advisement**

Renee Maestas spoke on Advisement Committees, advising that there are issues occurring as Advisors are advising differently and this becomes a little confusing to the students. Renee further stated that an Advisement Manual was created. We will need to check with Registrar Henrietta Maestas as to where the final version of the Manual is at and whether the Manual provides a check list which will be necessary.

Interim President Serna then advised that we also need to be able to determine when a student is at 50% when it comes to Distance Ed Courses as well as how to determine if a student is receiving Financial Aid.

Monica Rossetti then advised that Allied Health Director, Dr. Rolando Rael has created something which she uses and definitely helps. Ms. Rossetti suggested getting with Dr. Rael.

### Tutors

Raymond Varela of the STEM department then touched briefly on tutoring advising that the Tutors are placed in the Humanities, Allied Health and STEM departments and after 5:00 students are tutored in the ACE Lab.

Dr. Anita Roybal advised that she speaks informally with the student and students advise that they are very pleased with the Tutors at LCC.

### IT

Kenneth Bachicha advised that the current committee consists of himself, Sherry Goodyear, Springer satellite Instructor, Matthew Bowie, Director of IT, Nicole Collins, STEM Instructor and Student Representative, Francisco Apodaca. Kenneth advised that there have been discussions regarding 1. Quality Matters, 2. Distance Ed and 3, IT.

### Shared Governance

Interim President Serna spoke briefly on shared governance and who it is comprised of; Faculty Senate, Student Senate and Staff Senate (Administration cannot be members). Interim President Serna also advised that we must develop a plan for the Show Cause Visit as priority.

### Retention

Discussion ensued regarding 1<sup>st</sup> and 2<sup>nd</sup> semester students, how many are FTAC (first time at college), right out of High School student and how many need English, Math, or both.

### Completion

LCC degrees and certificates were discussed along with the different reasons students attend LCC.

### Critical Priorities

\*Where are we now regarding Report Availability – Where do we need to be and how do we get there.

\*Advisement is an Intervention

Monica Rossetti advised the committee that someone needs to be keeping data on the students at LCC.

Interim President Serna advised that Denise Gibson of the IT department will be pulling that information/data.

Next meeting date, time and location

Interim President Serna recommended a couple of back to back meetings as there is a sense of urgency and a lot of work to be done.

Next meeting will be held on Thursday, February 22, 2018 @ 2:00 p.m. in the Student Success Center Board Room.

*\*For the record, Brenda Ortega has advised that she is unable to attend the next scheduled meeting due to a prior commitment.*

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Sierra Fernandez  
R&C Committee Chairperson

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SherylAnn Yara, Minute Recorder

