



**Retention and Completion Committee
Meeting Minutes
August 16, 2018 @ 2:00 p.m.
Humanities**

Members Present: Sierra Fernandez; Raymond Varela; Nathan Baker; Kenneth Bachicha; Rick Baca; Rachael Lucero; Maxine Salas; Brenda Ortega; Anita Roybal; Janice Varela; Francisco Apodaca

I. Call Meeting to Order and Establish a Quorum

- Meeting called to order at 2:00PM
- Quorum was established.

II. Approval of Agenda

- Agenda approved
- Motion made by Nathan, seconded by Anita and carried to approve the agenda with amendments.

III. Approval of Minutes

- Minutes not available at this time.

IV. Informational/Discussion Items

1. Committee Member Reports

i. Sierra met with Dr. Lalla and President Serna on how to infuse different subcommittees together or break apart in order to do individual group work and report to R&C Committee

- 1. Nathan- Does not think a break away from the main committee is appropriate yet.**
- 2. Sierra- all are invited to engage in discussion and restructuring/reform of what we are doing as a committee**
- 3. Maxine- by the first of the month it should all be brought together to inform everyone**

4. Sierra- Communication with all. Meeting twice a month in order to develop a charge.

5. Rick- All advisors need to be informed of advisement subcommittee

ii. Also need to find baseline data to set goals

iii. Figure out/understand 3 important questions; 1. Where are we? 2. What students need, where they are at? 3. What are the measurable goals?

2. Subcommittee Membership

i. Recruitment, Advisement, IT/DL, Tutoring

1. Subcommittees need to develop a charge and measurable goals to move forward.

ii. Reporting

1. Each subcommittee will be creating reports

2. Tutoring report can be used as an example for reports from subcommittees that will be reported to R&C committee.

a. The tutoring report utilizes the data collected to ask for money, more tutors, and make recommendations to better the program. (Areas funded by R&C funds)

3. Conference/Training Proposals

i. Sierra met with president and vice president and discussed bringing a consultant to campus rather than sending individuals to NACADA.

ii. For the mean time Rick talked with the president in order for the president to attend an R&C meeting to discuss advisement.

4. Retention Survey Results were briefly discussed

V. Action Items

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

VII. Next Meeting Scheduled

VIII. Adjournment of Meeting

