



**Retention and Completion Committee**  
**Meeting Minutes**  
February 14, 2022 10-11 am  
Google Meet

- I. **Call Meeting to Order-** Time: 10:04 am
- II. **Roll Call- Present: Non-voting- Secretary: Estelle Garcia**  **Chair: Tycie Jackson** 
  1. **Voting members: Renee Maestas** , **Raymond Varela** , **Karen Wezwick** , **Larry Paiz**
  2. **Guests: Shannon Ortiz** , **Daniel Kelly**
- III. **Approval of Agenda-** Karen motion to approve- Renee 2<sup>nd</sup> the motion
- IV. **Approval of Minutes from September 10, 2021-** motion to approve: Raymond- 2<sup>nd</sup>: Karen
- V. **Informational/Discussion Items**
  1. **Chair report-**

**a) Re-cap of work accomplished Fall 2021**

1. **Research and Public Service Project- Adviser/Tutoring Fund Application-**  
New goals set- these will be incorporated into 3-year Plan
2. **Retention and Completion Goal Review- Initiatives & Outcomes submitted to Dr. Day (access for committee members to view via google drive)**
3. **Retention and Completion HLC questions answered (access for committee members to view via google drive)**
4. **New Member Discussion: Shannon Ortiz and Daniel Kelly**

Work accomplishment was in the Fall. Did research in the Public Service RPSP advisor tutoring application is done. Set new goals will be incorporating in the 3-year plan. RPSP and Retention and Completion plan needs to match up when we can let the legislature know they are tide together and in sync. Retention and Completion questions were answered for HLC. Have been disgusting for Daniel and Shannon to be new members. Hopefully we can vote them in today.

**2. Other Member reports related to other committee activities- (2 minutes per person to report)**

Karen criteria 2- wants Tycie to send her whatever she said. Just started her meetings.

Raymond Strategic planning- Everyone should have received it to get input on it. It is completed.

It should align with the Retention and Completion plan. Tutoring committee have not disgusted a

3 year plan we will on the next meeting. Set goals and so updates. We are still online a little issue

but working with it. Criteria 4 assessment it covers classes from classrooms. Daniel is the

secretary. Huge part of criteria 4 is retention and completion. We need to get the plan done for that

criteria. Staff senate is sending out the strategic plan.

Daniel Criteria 4- He is in criteria 4 with Greg right now.

Renee Criteria 2 – Institution and the board all operate with transparency. Georgia just called her to be in that Criteria 2.

Estelle Criteria 3- Is with Tycie

Shannon tutoring committee, staff senate

**3. 3-year Plan Subcommittees: Data Collection subcommittee, Goal Setting subcommittee –**

Subcommittee's not necessary. Raymond will get data from IR- Goal Setting as a full committee-

Tycie meeting with Dr. Day to narrow and focus goals for upcoming 3-year plan.

**VI. Action Item**

1. **New Membership-** Daniel Kelly and Shannon Ortiz voted in

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

1. Shared Drive- Tycie Jackson
2. Data Review- Available data collected thus far. Take notes on where the data needs to come from to bring back to the committee.
3. Chair report from meeting with Dr. Day

**VIII. Next Meeting Scheduled – February 21 @ 10am**

**IX. Adjournment of Meeting Raymond motion- Karen 2<sup>nd</sup>**