



**Retention and Completion Committee  
Meeting Minutes**  
February 21, 2022 10-11 am  
Google Meet

- I. **Call Meeting to Order- Time:** 10:03 am
- II. **Roll Call- Present: Non-voting- Secretary:** Estelle Garcia ☒ **Chair:** Tycie Jackson ☒
  1. **Voting members:** Renee Maestas ☒, Raymond Varela☒, Karen Wezwick☒, Larry Paiz☐  
  
Shannon Ortiz ☒, Daniel Kelly ☒
- III. **Approval of Agenda-** Shannon motion to approve, Raymond 2<sup>nd</sup>
- IV. **Approval of Minutes from February 14, 2021-** Raymond motion to approve minutes, Daniel 2<sup>nd</sup>
- V. **Informational/Discussion Items**
  1. **Chair report-**
    - a)**Meeting with Dr. Day** – Meeting with Dr. Day went really well. Talked about the data that Raymond was getting for us.” Looked at the Retention and Completion plan; what we have accomplished thus far will be part of the plan.” All we need is to look at the data Raymond provided for us. Look at RPSP goals that we set. Look at the strategic pan and to come up with three goals for the three years.
    - b)**Date for an in-person work session to go over Raymond’s data and develop goals**  
(Feb 28<sup>th</sup> work session. Tycie compile RPSP goals, strategic plan goals, etc by meeting).
  2. **Other Member reports related to other committee activities- (2 minutes per person to report) Renee-, Estelle-, Raymond-** Daniel and Raymond worked on Criterion 3 last time but are currently on Criterion 4. They will need info from Retention and Completion, **Larry-, Shannon-** Tutoring- it was decided in their last committee meeting to only have one meeting a month- first Friday, **Daniel-**The sooner we can get criterion evidence and narratives done, the better, **Karen-** Will share a document from HLC website that guides the collecting of evidence for all Criterion Committees---
- VI. **Action Item-**

- VII. **New or Follow-up Items for Next Meeting's Agenda-** Tycie compile info so we can analyze data and make goals for R&C Plan
- VIII. **Next Meeting Scheduled** – February 28 @ 10am @ Early Childhood
- IX. **Adjournment of Meeting:** Shannon motion to adjourn, Karen 2<sup>nd</sup>