



Retention and Completion Committee

Meeting Minutes

October 16, 2018 @ 2:30 p.m.

Learning Resource Center (LRC)

Members Present: Rick Baca; Nathan Baker; Sierra Fernandez, Chair; Martin Garcia; Renee Maestas; Moses Marquez; Brenda Ortega; Dr. Anita Roybal

I. Call Meeting to Order and Establish a Quorum

- Meeting called to order at 2:40PM
- Quorum was established.

II. Approval of Agenda

- Agenda was approved with amendment; motion made by Moses; seconded by Nathan; motion carried.

III. Approval of Minutes

- Minutes not available at this time; tabled.

IV. Informational/Discussion Items

1. Retention Plan

- The HLC letter was reviewed with specific references to R&C.
- Amanda Ortiz and Janis Varela went to a conference in Florida to learn more about R&C and how to write a plan for retention. They are expected to lead the work on the Retention Plan. It is imperative that the R&C Committee be part of the process; the plan needs to be approved by the committee.
- The Committee itself will revise the draft and determine its specific work.
- The Committee is collecting preliminary baseline data. (See IV.2)
- R&C Plans from Central Arkansas and the University of Louisiana at LaFayette were provided as examples.

2. Retention Survey Results and Dissemination

- Student Surveys were given to students at the end of the Spring 2018 semester.
- The data will serve as a baseline for our plan and will be used to address the needs/wants of LCC students.
- General Discussion:
 - How can the survey be improved for next Spring? Select members will evaluate the survey revise as necessary--make the survey more user friendly. Also, we shall explore ways to get more students to take and complete the survey.
 - How can we reach out to adjunct instructors to make them part of the LCC team so that they can help our R&C efforts? One way is to revise the school's website-update its information, add pictures. Another way is to reach out to adjuncts and make them feel like they are part of the team. Invite them to the department and campus activities.

3. Committee/Subcommittee Reports

a) Recruitment, Advisement, Tutoring, IT/DE

- **Recruitment:** Laura Flores from Admissions has been out on recruitment trips. Anyone from any department who would like to participate is welcome to go on the trips with her. The Committee will continue to collaborate with any other organization/department to enhance recruitment efforts. Dawna Ortega and Janice Medrano will be contacted for their information their recruitment efforts.
- **Advisement:** Rick Baca is the Chair and Renee Maestas is the Co-chair; there will be a subcommittee meeting on 10/21/18 at 11am in the LRC. Sierra has information from the past Advisement Committee to use as a starting point for how to proceed and to determine the work that needs to be done. The Advisement Committee will be keeping track of all the forms that advisors need when guiding their students appropriately. There was discussion about a department success model that all departments will be strongly encouraged to follow. Department advisors will need to come to the Advisement Committee with changes, recommendations, etc. to get approval for instituting them.
- **Tutoring:** Ray has a lot of data and has compiled reports regarding tutoring at the ACE Lab. Other departments also provide tutoring for their students and will need to compile the data and share it with the rest of the subcommittee. Rock Ulibarri, Adult Education Director, will be invited to be in the tutoring committee and/or in the advisement committee. The tutoring committee met yesterday (10/15/18).
- **IT/DE:** This committee already existed and has a format that the other subcommittees will follow when creating their plans. Larry Paiz and Kenneth Bachicha will be members of the committee and their expertise will be tapped into to move forward.

4. Subcommittee Work

- a) **Meetings Scheduled-** meetings will be scheduled once a month before the R&C meeting.
- b) **3-Year Plan and Membership-** Sierra provided a format for the 3 year plans based on one that the IT/DE committee had. She has also worked on a preliminary membership for each subcommittee. There was some discussion about the timeline for getting the work done. We need to move quickly.
- c) **Subcommittee Reporting-** Each subcommittee's designee (usually the chair or co-chair) shall report once monthly to the R&C committee.

5. Training

- a) **Peer Coaching & Mentoring: Innovative Approaches to Engagement; R & CC 1) (R&C Committee)-** There is a Webinar available to the campus community, all members encouraged to attend.
- b) **NACADA - Google Doc Needs to be Edited and Submitted**
 - 1) **(Advisement Subcommittee)**--Discussion included the cost, pros and cons of sending a group to a conference versus the cost, pros and cons of bringing a NACADA presenter to campus. It was not determined who would do the cost analysis.

V. Action Items

A. Subcommittees - 3 Year Plans

- The format provided by Sierra from the IT/DE committee was approved; motion made by Brenda, seconded by Anita, motion carried.
- VI. New or Follow-up Items for Next Meeting's Agenda**
- The committee shall consider the length of time that R&C meetings should last and the frequency of meeting. The committee has been meeting twice a month for approximately two hours each time.
- VII. Next Meeting Scheduled- 1st and 3rd Tuesdays @ 2:30 p.m. in LRC**
- Tuesday November 6, 2018 in the LRC
- VIII. Adjournment of Meeting—4:34PM; Motion made by Brenda, seconded by Nathan, motion carried.**

Minutes prepared by Brenda Ortega
Reviewed by Sierra Fernandez, Chair
and Ray Varela, Co-Chair

