



Retention and Completion Committee
Meeting Minutes
September 24, 2019 @ 10:00 a.m.
MEC Atrium

Attending: Moses Marquez, Anita Roybal, Raymond Varela, Renee Maestas, Brenda Ortega, Sierra Fernandez, Francina Martinez, Rick Baca, Melissa Cordova, Jason Killian, Tycie Jackson, Nathan Baker

I. Call Meeting to Order and Establish a Quorum

1. Quorum met. Meeting called to order 10:00 am.

II. Approval of Agenda – Request to approve agenda, motion made by Melissa, seconded by Jason, motion carried.

III. Approval of Minutes from last meeting– Tabled

IV. Informational/Discussion Items

1. **VP Introduction/Welcome! – Dr. Patterson-** Has worked with R&C in the past and our group has done a good job and headed in the right direction. Offered to lend any support we may need going forward
2. **R&C and subcommittees.**
 - a) **R&C Charter with subcommittee inclusion**
 1. **New membership and responsibilities-** New members will take part in voting and establish a quorum. They will be responsible for reporting any progress made.
 2. **Roxy Assignment-** If member cannot attend a proxy must be sent to meet quorum
 3. **Subcommittee Progress Reporting-** chair and co-chair from each subcommittee will attend meeting to update R&C on progress
 - b) **Accomplishments, Progress, Next Steps-** Continue to work together to place a 4th year on the retention plan and for all subcommittees
 - c) **3 year Retention plan- Subcommittees 1st year goals-** Key point indicators- Determine how many individuals are QM certified. Work with data and number that are of value to each subcommittee.

d) **Retention survey-** work on adjusting survey from last year or use same survey to compare data.

3. R&C subcommittees

a) Reports

1. **Tutoring-** yearly report is put out ever August for the year. Numbers have improved since ACE took over tutoring for entire campus.
2. **IT/DE-** working on SARA agreement. Using technology available to notify students and be more user friendly
3. **Recruitment and Campus life-** discussed events taking place and how to better track them
4. **Advisement-** working on better techniques to have measurable data

b) **Monthly meeting schedule for fall19-** each subcommittee will set up monthly meeting and report back to R&C

V. Action Items

1. **Chair and co chair-** Past co-chair Raymond Varela will take over responsibilities as chair. New co-chair Tycie Jackson- Brenda made a motion to vote Tycie as co-chair, Nathan second, motion passed
2. **Approval of Restructured R & C Model**

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

VII. Next Meeting Scheduled –October 29, 2019

VIII. Adjournment of Meeting