



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

**I. Call Meeting to Order and Establish a Quorum**

Meeting called to order by Chairperson, Sierra Fernandez @ 2:00p.m.

Present: Chairperson Sierra Fernandez, Co-Chair Raymond Varela, Nathan Baker, Kenneth Bachicha, Rick Baca, Rachael Lucero, Maxine Salas, Brenda Ortega, Dr. Anita Roybal, Janice Varela, Francisco Apodaca

**II. Approval of Agenda**

Nathan B. motioned to approve the agenda with minor changes and Dr. Roybal. seconded the motion. All approved, motion carried.

**III. Approval of Minutes**

Minutes not available

**IV. Informational/Discussion Items**

**1. Committee Member Reports**

Sierra F. met with Dr. Sharon Lalla, Vice President of Instruction on how to infuse different subcommittees together or break apart in order to do individual group work and report to R&C. Nathan B. did not agree. Sierra F. suggested further discussion on this matter. Maxine S. suggested to have an answer at the beginning of the next month.

Rick B. asked that all advisors be informed of any advisement committees and the need to create a baseline data to set goals. He also said that they need to figure out the 3 important questions: Where are we, What the students need, where they are, and what are the measurable goals.

**2. Subcommittee Membership**

**Recruitment, Advisement, IT/DL, Tutoring**

- Subcommittees need to develop a charge and measurable goals to move forward

**3. Reporting**



- Each Subcommittees will be creating reports
- Tutoring report can be used as an example for reports from subcommittees that will be reported to R&C
- The Tutoring report will use the data collected to ask for money, more tutors, and make recommendations to improve the program (Areas funded by R&C)

**4. Conference/ Training Proposals**

- Sierra met with Administration to discuss bringing a consultant to campus
- Rick B. asked the president to attend an R&C meeting for updates

**5. Retention Survey**

Members discussed this item briefly

**V. Action Item – No action item**

**VI. New or Follow-up Items for next meeting – No Follow up**

**VII. Date and time of next meeting**

To Be Determined

**VIII. Adjourn**

Nathan B. motioned to adjourn the meeting and Rick B. seconded. All approved, motion carried.