



**Retention and Completion Committee  
Meeting Agenda**  
September 10, 2021 @ 9:00-10:00 am  
MEC

- I. Call Meeting to Order- Time:**
- II. Roll Call- Present:**
- III. Approval of Agenda**
- IV. Approval of Minutes from August 6, 2021-**
- V. Informational/Discussion Items**
  - 1. Chair report-**
    - a)By-laws reviewed about membership of Directors**
    - b)Advisement/Tutoring subcommittees joining R&C- Charter states 13 voting members, chair/co-chair of advisement, tutoring, ITDE, and Recruitment/Campus Life**
    - c)HLC prep plan-review R&C plan and provide proof of completion- Create R&C subcommittees to divide up the work**
    - d)New R&C 3-year plan committee**
  - 2. Other Member reports related to committee activities**
- VI. Action Item**
  - 1. New Membership**
- VII. New or Follow-up Items for Next Meeting's Agenda**
  - 1.**
- VIII. Next Meeting Scheduled – September 24, 2021 @ 9 am**
- IX. Adjournment of Meeting**