



Retention and Completion Committee

Meeting Minutes

February 7, 2020 @ 1:00 pm

Shared Governance

Suite, GS-104

Attendees: Sherry Goodyear, Nathan Baker, Estelle Garcia, Stephanie Carrillo, Renee Maestas, Vanessa Torres

I. Call Meeting to Order and Establish a Quorum

Quorum established meeting called to order @1:15 pm

II. Approval of Agenda

Motion to approve agenda with changes made by Nathan baker, second by Sherry Goodyear. Motion carries.

III. Approval of Minutes from January 31, 2020 meeting

Motion to table made by Nathan Baker, second by Vanessa Torres. Motion carries.

IV. Informational/Discussion Items

- 1. Review Assessment and Continuous Quality Improvement Form and fill out to reflect Retention Survey** Review and fill out Retention Survey. Making sure the data is collecting. It closes the loop satisfies the need. This survey came from Cornell.
- 2. Review Student Senate survey** Looked at the student survey. Writing new questions for the survey. Incorporate in mission and vision statement. The strategic plan goes on Agenda first of March.
- 3. Satisfactory Academic Contract – Renee Maestas** Renee sits on Academic Suspension committee for students that have a below 2.0. They can track the students that are at risk. Create a contract and meet with the advisor in their department. Want the advisor to document. Pull tutor log for the student-needing assistant. Monitor the student to see what they are doing. One will be attached to the registration card. Meet with the advisor on regular basis. If 3 semesters they are below a 2.0 it is very difficult to get Financial Aid again.

V. Action Items

- 1. Approve student survey from Stephanie/Student Senate rep after reviewing it** Want three questions open announcements. No scales it is pointless. Do not need to write a bunch of questions three is enough.

What has been your overall experience at Luna?

How can Luna approve?

What are Luna's greatest strengths?

Motion to approve this questions Nathan second by Sherry Goodyear.

- 2. Finalize the date of event to administer survey**

February 12, 2020 @ Game room Ice cream Root beer Floats 3 to 5

VI. Review and Bills sent to committee

No bills this week.

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

The survey review survey results. Briana on google forms having a training.

VIII. Next Meeting Scheduled

February 14, 2020 @ 1:00 pm

IX. Adjournment of Meeting

Sherry second by Nathan Baker motion carries. Adjourned at 2:33 pm