



Retention and Completion Committee Meeting Minutes

November 19, 2018 @ 2:30 p.m.
Learning Resource Center (LRC)

Attendance: Sierra Fernandez, Moses Marquez, Nathan Baker, Brenda Ortega, Rick Baca, Karen Wezwick, Yvonne Piña, Janice Varela, Amanda Ortiz

I. Call Meeting to Order and Establish a Quorum

Quorum established, meeting called to order at 2:45 pm.

II. Approval of Agenda

Motion to approve agenda was made by Janice Varela, seconded by Nathan Baker, motion passed.

III. Approval of Minutes from Last Meetings

Need to add Janice Varela and Ricky Serna to the attendance of last meeting minutes. Motion to approve minutes with edits made by Nathan Baker, seconded by Moses Marquez, motion passed.

IV. Informational/Discussion Items

1. R & C Update

Sierra presented current progress at shared governance council meeting. She passed out a copy of her presentation for information. This presentation showed current progress made by the R&C committee including: priorities, creation of subcommittees, and benchmarks for first-time freshman. Explained events that have happened, conference attendance, upcoming events, and survey results. Showed the 3 year plans of the subcommittees and that these plans will be incorporated into the larger R&C plan. Survey sent to Dr. Rael who suggested some changes.

Francisco suggested to Sierra to present at the NMHEAR conference. An abstract was due last Friday. Sierra passed out the abstract that was submitted.

Strategic plan to be approved prior to the Retention Plan per Dr. Lalla. The final Retention Plan should be ready for approval in late January or February, which gives plenty of time to incorporate the subcommittee 3 year plans. Retention Plan to be circulated for review around campus prior to finalization.

2. Peer Coaching & Mentoring: Innovative Approaches to Engagement, R & C Webinar-Nov. 28 from 12:00-1:30

Next Wednesday, request for food sent to Dr. Lalla. Flyer is pending approval of food. Webinar originally set for R&C only but invitation will be sent out to each department. Anyone who is mentoring should attend. There will be a CD available in the LRC for checkout.

3. Priority Registration Day and Graduation Clearance Day Events

Registration Event - MEC - Tuesday - pizza- all seven advisors to be available at the event. Admissions, athletics, financial aid, registrars will at the event. Janice Medrano working to secure prizes and food. \$600 will be available for prizes - kindle or tablets. Scavenger Hunt will be done as well, prizes will be t-shirts or caps or cups. Drawing will be for students who register on day of event and students who have registered prior to event will be entered as well. Henrietta to bring PA system. Secured tables and chairs for event. Bring department tablecloths. Begin setup @ 8:00 am. Event is 9:00 - 3:00 pm. Were the satellite locations invited? Sierra will send invitation to the directors and the satellite locations. Pecos High School students will be here. Amanda will contact local high schools to invite them as well. Amanda sent out letter and flyer to 108 1st time freshmen.

Rick - was at WLVHS recently and students were inquiring about Vocational Courses. Is it possible to offer courses through dual credit?

Amanda says right now courses are only offered to students after hours, but she will look into what is available now.

Karen says right now students have been coming after hours - instructors have to be vetted for dual credit prior to courses can begin.

Graduation Clearance Day - Thursday 9:00-11:00 am cafeteria - pancakes - all seven advisors to be available at the event. Need volunteers to help with pancakes. Janice Medrano will be securing food for event.

4. 3-Year Advisement Plans/LCC Retention Plan

R&C committee approved Advisement, Retention, and Tutoring plans. Subcommittees to begin filling in who is handling items and strategies.

a) Strategies for Accomplishing Goals

IT/DE 3 year plan still in review and organization phase. They are reviewing SARA agreement. The goal of the subcommittee is to get a second on-line program ready to roll-out. The second program will be CSA or possibly Liberal Arts. The plan is to be typed up and approved at the next IT/DE meeting.

5. Student Retention Survey

Dr. Rael provided feedback on the survey. Noel Levitz survey (suggested by Maxine Salas and Admin) might be better. Administration is looking into purchasing the Noel Levitz survey for use in Fall 2019. It was agreed to use internal student survey for current enrollment with edits suggested by Dr. Rael. Looking for qualitative and not quantitative data. Use data collected to make changes to next survey.

6. Subcommittee Updates

Advisement - working on advisement forms.

Recruitment/Campus Life - attract students - Brenda said we need to regroup to figure out how to get out in the community and get students/people to the campus and excited about Luna. It was mentioned that Dave Kavanaugh is researching what other institutions do, to get ideas for recruitment.

V. Action Items

No Action Items Today

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

VII. Next Meeting Scheduled – 1st and 3rd Tuesdays @ 2:30 p.m. in LRC

VIII. Adjournment of Meeting

Motion to adjourn made by Brenda Ortega, seconded by Nathan, motion passed. Meeting adjourned at 3:47 pm.

