



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

- I. **Call Meeting to Order- Time:** 9:02 a.m.
- II. **Roll Call- Present:** Karen, Renee, Tycie, Larry, Vanessa, Raymond, Estelle
- III. **Approval of Agenda** Motion to approve agenda made by Vanessa second Raymond
- IV. **Approval of Minutes from August 6, 2021-** Vanessa with correction second Renee, motion carries
- V. **Informational/Discussion Items**

1. **Chair report-**

- a) **By-laws reviewed about membership of Directors**

Looking at by-laws from Shared Governance Academic Leadership that it does not say anything about directors joining any committees. We can have some support from the them if they join the committees. It is up to us if we allow directors to join.

- b) **Advisement/Tutoring subcommittees joining R&C- Charter states 13 voting members, chair/co-chair of advisement, tutoring, ITDE, and Recruitment/Campus Life**

Advisement, ITDE, Recruitment sub-committee are going to be invited to an R&C meeting. Each of those 4 sub-committees have two voting members. Trying to get representation from each department. We won't change the charter to much. Change how voting is done. Will have to make a bill to change.

- 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**

We will get current next week what is going on with the HLC prep plan. R&C needs to provide approval of the 3-year plan. It is going to take all of us to finish. We will need to break up into small groups. We need to develop goals for the next three years.

**2. Other Member reports related to committee activities**

Larry- Looking at hybrid classes how many students are on online and face to face.

Vanessa- Advisement we are looking at more stream line in terms of excel sheet more data stream line.

Renee- Waiting for the census report from Denise making sure the students are doing well and getting ready to give out the early alerts.

**VI. Action Item**

**1. New Membership**

Larry being a new member Motion to vote in Larry Paiz Karen made motion second Vanessa.

Larry is the newest member to R&C

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

Change the member process, create a bill. Voting on who is the voting member. Adding to change charter to add votes from committee represented

**1.**

**VIII. Next Meeting Scheduled – September 17, 2021 @ 9 am**

**IX. Adjournment of Meeting** Karen second by Vanessa motion carries Adjourned at 10:02a.m.