Retention and Completion Committee
Meeting Minutes
Tuesday, October 2, 2018 @ 3:00 p.m.
Learning Resource Center (LRC)

Attendees: Sierra Fernandez, Chair, Student Success Coach, Raymond Varela, Co-Chair, STEM/ACE Lab, Dr. Anita Roybal, Director of Humanities, Nathan Baker, Humanities Faculty, Rick Baca, Humanities Faculty Advisor, Rachel Lucero, STEM Faculty, Brenda Ortega, Director Early Childhood and Education, Janice Varela, STEM Advisor and Minute Recorder.

I. **Called Meeting to Order and Established a Quorum**
    Quorum was established and meeting was called to order by R & C Chair Sierra Fernandez at 3:00 p.m.

II. **Approval of Agenda**
    Motion to approve agenda with amendment to move IV. 4. D to IV. 1 by Raymond Varela, second by Nathan Baker. Motion passed

III. **Approval of Meeting from Last Meetings**
    Motion to approve June 28th minutes by Nathan Baker. Second by Raymond Varela.
    Motion to approve September 25th meeting minutes with a correction of a typo on Item VIII (Adjournment of Meeting) by Nathan Baker, Second by Anita Roybal. Motion passed.

IV. **Informational/Discussion Items**
    1. **Meetings Scheduled**

    Sierra explained that committees are important to completion. HLC letter states a goal of increasing student retention from 7% to 10%. Is this realistic?

    Nathan Baker made a motion that Retention and Completion Committee will meet regularly every 1st and 3rd Tuesday's at 2:30 in the LCC Library. Second by Rick Baca. Motion passed.

    2. **Committee/Subcommittee Reports**
        a) Recruitment, Advisement, Tutoring, IT/DE

    Each subcommittee will meet with full committee. First meeting will focus on Advisement and Recruitment. 2nd meeting will be with IT and tutoring.

    Subcommittees don't have to be formal and meet quorum or have a minute taker.

    3. **Creating a baseline**

    Hard to demonstrate achieved goals with no baseline data. We need to establish a baseline to measure. IR Director Maxine Salas is working on it, going back 3 years. Maxine will be responsible for reporting.

    4. **Subcommittees work**
        a) Recruitment, Advisement, Tutoring, IT/DE
           DE subcommittee has a plan. Each subcommittee should create a report similarly. Sierra Shared DE subcommittee plan. Student success center will be included in

advisement report. Final report for R&C. Staff will be trained to prepare recruitment report in November.

b) Committee Goals and Membership

Faculty advisement goal is for advisement to create a report. Sierra e-mailed the report. Eventually we will want a student in tutoring committee.

c) Subcommittee Reporting

Goals are consistency for all subcommittee reports; 2 page summary. Each department may have big report linked. Shorter reports will be available online. 3 year plan should not be more than 1 sheet.

d) Meetings Scheduled (moved to IV. 1)

5. **Retention Plan**

We have results from survey. Data may show improvement.

6. **Conference/Training Proposal**

a) Academic Impressions

Sierra submitted request for 4 people to go to Academic Impressions Conference to create retention plan.

b) NACADA – google Doc Needs to be Edited and Submitted

NACADA will talk to us about how to advise students. Speaker request takes 2 months to get trainers here. Brenda Ortega suggests doing a cost analysis to see what is more cost effective to send a number of staff to training vs. bringing trainer on campus.

V. **New or follow up items for Next Meeting's Agenda**

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

VII. **Adjournment of Meeting**

Motion to adjourn by Brenda Ortega, Second Nathan Baker. Motion passed. Meeting adjourned at 4:30 p.m.