



## **Retention and Completion Committee**

### **Meeting Minutes**

September 4, 2018 @ 2:30 p.m.

Café de Luna

Attending: Janice Varela, Brenda Ortega, Maxine Salas, Nathan Baker, Ricky Serna, Raymond Varela, Sharron Lalla, Moses Marques

#### **I. Call Meeting to Order and Establish a Quorum**

A quorum was established and the meeting was called to order at 2:37 p.m.

#### **II. Approval of Agenda**

Sierra entertained a motion to approve agenda. Nathan made a motion to approve the agenda, Renee seconded. All were in favor and the motion carried.

#### **III. Approval of Minutes**

Minutes were unavailable at this time and will be approved at next meeting.

#### **IV. Informational/Discussion Items**

##### **1. Subcommittees Finalized**

a) **Recruitment, Advisement, Tutoring, IT/DE** – A brief discussion ensued regarding the creation of subcommittees. The committee addressed questions about membership.

b) **Committee Goals and Membership** – The group will work with subcommittee members to create 3 year goals. Sierra will combine them into one document once they are received. President Serna stated that the committee should be sure to include working with dual credit students as a goal.

c) **Subcommittee Reporting** – It was discussed that each of the subcommittees will be responsible for working towards established yearly goals and will be presenting progress at regular scheduled R & C meetings.

2. **Tutoring Report** – The ACE lab tutoring report was shared with the group. We agreed that it seemed very comprehensive. The committee will send Raymond Varela recommendations or feedback for the tutoring report.

3. **Student Assessment Team (SAT)** – The creation of a SAT was briefly discussed. It was determined that we may need to know more about the restrictions of FERPA in our ability to create a team. The group decided that it should be included in the three year plans, but needs to look more into it.
4. **Advisement Training** – An advisement training will be held by Sierra and Renee on September 12<sup>th</sup> in the LRC auditorium at 3:00 p.m. The purpose of the training will be to ensure that all current advisors be presented with current institutional methods and resources and any concerns or issues are addressed. Some advisors have expressed needing more support currently as the subcommittee is forming.
5. **Conference/Training Proposal** - The group will submit travel requests for a conference on creating a retention plan and will assess other potential training/conference sessions for the committee.

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

**VI. Next Meeting Scheduled - Tuesdays @ 3:00 p.m.**

**VII. Adjournment of Meeting**

Sierra entertained a motion to adjourn the meeting. A motion was made by Janice and was seconded by Nathan. All members were in favor of the motion and the meeting was adjourned.