



Retention and Completion Committee

Meeting Minutes

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

Learning Resource Center (LRC)

Attending: Moses Marquez, Anita Roybal, Raymond Varela, Michael Montoya, Janice Varela, Renee Maestas, Brenda Ortega, Sierra Fernandez, Yvonne Piña

I. Call Meeting to Order and Establish a Quorum

Quorum established, meeting called to order @ 2:36 pm.

II. Approval of Agenda

Sierra entertained a motion to approve agenda. Motion was made by Michael Montoya, seconded by Moses Marquez, motion passed.

III. Approval of Minutes from Last Meeting

Sierra entertained a motion to approve minutes of previous meeting. Motion was made by Janice Varela, seconded by Moses Marquez, motion passed.

1. Previous Meeting Minutes

Sierra requested that all outstanding meeting minutes be sent to her as soon as possible for inclusion in the R&C binder.

IV. Informational/Discussion Items

1. **3-Year Advisement Plans/LCC Retention Plan** – Sierra reminded everyone that the 3-year plans for Recruitment, Advisement, and Tutoring have been approved. The 3-year plan for IT/DE is in rough draft and will hopefully be done to be approved at the next R&C meeting.

2.

a) **Strategies for Accomplishing Goals** – Currently working to complete Retention Plan. Sierra has updated the list of committee member in the R&C Plan. Amanda, Maxine, and Sierra are working to update the tables and assign individuals to tasks. An example of the table flow is: Advisement Split by year and goals – Hold Training, Phase Goal, Responsible Party, Strategy to complete-resources, results, how to move forward with what we learned.

b) **Campus Outreach** – Amanda sent email to campus asking for feedback to complete table if they are working on retention in their departments and to share what they are doing.

3. **Student Retention Survey Edits** – Edits are being done and it was agreed that the R&C survey would be done Spring 2019. Administration is purchasing the Noel Levitz survey for use in Fall 2019.
4. **Next Semester Priorities** – Sierra would like the primary work of the subcommittees to be implementation of the 3 years plans with R&C staying in the loop to make sure plans are being followed.
5. **Charter, Membership Revisions, Restructuring** - Sierra has been thinking that it is time to restructure the R&C committee, she met with President Serna and he agreed with the ideas she had. She would like the committee to consist of a chair and co-chair and the remaining committee member to be the chairs and co-chairs of the subcommittees, this will add to shared governance. Amanda and Maxine will be advisory members, since they are involved with the implantation of the R&C plan. The subcommittee chair and co-chairs would be responsible for reporting the progress of the subcommittees to the R&C committee. R&C would change to meeting just once per month to ensure the subcommittees are continuing work. If everyone agrees to the changes in membership, the charter will be revised.

6. Subcommittee Updates

V. Action Items

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

Special meeting to decide restructuring of R&C committee. Charter passed out for review before next meeting.

VII. Next Meeting Scheduled –Tuesday, December 11 @ 9:00 a.m. in LRC

VIII. Adjournment of Meeting

Sierra entertained a motion to adjourn meeting. Motion was made by Anita Roybal to adjourn meeting, seconded by Michael Montoya, motion passed. Meeting adjourned @ 3:28 pm.