



**Retention and Completion Committee
Meeting Minutes**

Tuesday, September 25, 2018 @ 3:00 p.m.
Learning Resource Center (LRC)

Members Present: Sierra Fernandez; Raymond Varela; Nathan Baker; Moses Marquez; Rick Baca; Anita Roybal; Janice Varela; Michael Montoya

- I. The meeting was called to order at 3:00 pm after it was established that a quorum of members were present. See attached sign in sheet.
- II. Motion to approve agenda with amendment to move item #V.2, (R & C Committee Membership) to #IV. Motion by Moses Marquez, second by Anita Roybal. Motion passed.
- III. Approval of Minutes from Last Meetings.
This item was tabled due to lack of minutes.
- IV. R & C Membership
Motion was made by Moses to induct Rick Baca into the R & C Committee to replace Joy. Motion was seconded by Raymond Varela. Motion passed.
- V. Committee Membership
 1. Committee Membership
 - a) Proxy – discussion on meeting attendance. If a committee member can't make the meeting they need to find someone from the Department or area to sit in for them.
 2. Committee Member reports/Progress
Raymond Varela shared his tutoring report. Raymond sent it out by e-mail on Friday to the committee and is asking for feedback. The report needs to be formalized so that Raymond can present it to the subcommittee. Sierra will meet with Maxine to establish baseline data.
 3. Subcommittees Finalized
 - a) Recruitment, Advisement, Tutoring, IT/DE, and Developmental
Developmental Subcommittee may be absorbed by Advisement Committee. No need for a separate committee.
 - b) Committee Goals and Membership
Dr. Sharon Lalla may be part of R & C Committee. Dr. Lalla will be on Distance Ed (DE) Committee.
 - c) Subcommittee Reporting
Maxine Salas (IR) will work with 3 subcommittees to instruct on preparation of reports. Each subcommittee will have a retention plan that will be posted on the LCC website. Plans will be phased for years 1, 2 and 3 and one 3 year plan. R & C plan is on LCC website now and we need to change it/add to it.
4 initiatives, 4 subcommittee reports, 4 subcommittee initiatives and subcommittee charge.
 - d) Meetings Scheduled
R & C Committee meetings scheduled for the 1st and 2nd Tuesday of each month. Next R & C Committee meeting is scheduled for Tuesday October 2nd at 3:00 pm. Location will be the LCC library. We still need to figure subcommittee schedule.
4. Retention Plan
Each committee will have a retention plan, the plan will be posted on LCC website. The 4 subcommittees will have 4 initiatives with a subcommittee charge.
5. Conference Training Proposal



If LCC staff/faculty cannot go to trainings perhaps we can purchase books or bring training on site. R & C Committee needs training to develop a plan. Advisement Assn. in NM does not function right now. Michael Montoya suggests looking at other institutions to see how they advise. ENMU in Portales is showing an increase in enrollment. We need to look at incentives.

a) American Impressions Submitted Binder – (no notes on this)

b) NACADA – Google Doc

Discussion on NACADA training. NACADA can do a review of an existing program or plan or come to speak and offer training. Work on google doc and complete review by October 2nd.

VI. Action Items

1. Subcommittee Charge and Goals

Motion to approve subcommittee list with amendments made by Michael and second by Anita. Motion passed.

Subcommittees are: Recruitment; Advisement; Tutoring and IT/DE.

2. R & C committee Membership (moved to IV)

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

Raymond suggests moving the ACE tutoring Lab to the IT room. Goal is to centralize tutors. This item is up for discussion. More tutors are needed, the Bridge Program should have justified more tutors for English. The students now have 2.5 tutors and more one on one time is needed. LCC offers tutoring for; STEM, Nursing; and Humanities. Michael proposes adding more tutors by offering them work study at \$8.50 per hour.

VIII. Next meeting scheduled – Tuesday, October 2nd at 3:00 pm in the LCC Library

IX. Adjournment of Meeting

Nathan made motion to adjourn. Second by Moses. Motion passed, meeting adjourned at 4:15 pm.