



**Retention & Completion  
Meeting Minutes**  
November 6, 2018 @ 2:30 p.m.  
Learning Resource Center (LRC)

Present: Sierra Fernandez, Nathan Baker, Raymond Varela, Karen Wezwick, Rick Baca, Dr. Roybal, Renee Maestas, Francina Martinez, Maxine Salas, Amanda Ortiz, Ricky Serna, Janice Varela

**Call of Meeting to Order.**

- Sierra Fernandez called the meeting to order at 2:38 pm.

**Approval of Agenda.**

- Sierra asked for a motion to approve the agenda, motion was made by Dr. Roybal, seconded by Raymond Varela, motion carried.

**Approval of Minutes.**

- Sierra asked for a motion to approve previous meeting minutes, motion was made by Nathan Baker, seconded by Rick Baca, motion carried.

**Informational/Discussion Items**

1. Prior to beginning information/discussion items the members discussed making a change to the charter to allow for voting immediately after a quorum has been established when members need to leave the meetings early. Discussion was tabled for now but will be addressed at a later meeting
2. Presidential address to committee – Last week he noticed an inconsistency with inclusion of groups in data reviews. He apologized for not including the Retention & Completion committee in the meeting to decide on the benchmarks and goals for this year's retention and completion percentages. He mentioned that the decision to ask for input from faculty was made at the last minute by him and Dr. Lalla and it was an oversight that the R&C committee was not included in the invitation. He thanked the committee for all the hard work and progress that has been accomplished to date.
3. R&C Model and Membership updates. Subcommittees have been setup and are being to meet. They are Advisement, Tutoring, Distance Education and Retention & Completion. Sierra passed out R&C Model for everyone to review. Members agreed that it was easy to understand how the subcommittees work and the relationship in the overall R&C model.
4. Membership updates – the committee agreed to welcome Amanda Ortiz as a new member to the committee. President wants Amanda as executor of R&C Plan – Motion to move item up for immediate vote by Janice, motion was made to add Amanda Ortiz as new member of committee by Janice, seconded by Raymond Varela, motion carried.



5. R&C Model and Membership Grid – Sierra passed around Membership Grid for review. 3-year plans sent out and need to be approved by R&C. Distance Education to meet on Friday to develop 3-year plan and submit to R&C for approval. Amanda wants committee/subcommittee membership. President recommended changing IT/DE committee to include “institutional access” to increase access to DE and quality of DE courses, ensuring DE is at a high quality level, and to work on getting a second on-line program approved.
6. Retention Plan - Amanda and Janice sent to Florida conference. They will give a presentation about the conference. Amanda said the conference was intense and informative, she has worksheets and templates available. Information from people at the conference to assist in creating Retention Plan. She feels R&C committee is doing a great job creating strategy and implementation so far.
7. Peer Coaching & Mentoring: Innovative Approaches to Engagement, Retention & Completion is scheduled for 12:00-2:00pm, November 28,2018 in the Nursing Auditorium– a CD is being provided and will be available for those you cannot attend.
8. Registration Event Plans – “Priority Registration” for current students – Amanda would like all department advisors present and Sierra suggested registrars as well. All departments should be represented and the event should be in a central location, have the Advisement committee get PR working as soon as possible. It was suggested that a raffle would be nice and food if possible to help attract students to the event. Have laptops for registrars and maybe use a computer lab for advisors. Sierra will talk with Matthew and Kenneth for Media Arts. Media Arts building was suggested as the location and possible holding the event on Tuesday November 27<sup>th</sup>.
9. Subcommittee Updates
  - a. Nathan – Advisement Subcommittee – a lot of advisement issues with Passport and Portal for faculty. Subcommittee is focused on the development of bridge for STEM & General Education and retention rates improving with advisement. Most students are needing developmental classes in English and Math, numbers show improvement upon completion of classes. With concurrent enrollment of developmental classes and regular classes, the regular classes may suffer. Would like to have one imbedded tutor per classroom. Possibly adding timed essay into Accuplacer Exam to move students up who may not need to be in the English developmental class.
  - b. 3-Year Plans, Membership, Reporting.

Advisement Plan – Year 1 – 1<sup>st</sup> item done, 2<sup>nd</sup> FERPA done, 3<sup>rd</sup> Access to Portal – Amanda get list from Maxine to departments to assign advisors to students – there is an issue getting compass scores added to the list. Maxine is working on a way to get them entered, list will be sent out once the data is clean. Students should be automatically assigned to correct advisor. Sierra – a file should be created for advisement, with current advisement information to assist with enrollment. Amanda would like coaches to have advisement abilities added, to assist with preparing



student to meet with program advisor. Increase number of current students who register early for upcoming term. Increase early alerts – need to find a way to get responses from adjunct faculty. Year 2 – Create referral and support system to help students succeed.

Recruitment Plan – name changed to “Recruitment & Campus Life” – Year 1 goals - changed “enrolled” to “admitted”. Find a way to incorporate “dual credit” to the high schools.

Tutoring Plan – Set a baseline for one-on-one student to tutor ratio.

Phase 1 – work to develop on-line tutoring services- Last bullet centralize and expand tutoring services.

Phase 2 – Improve freshman cohort pass rate.

10. Retention Survey – Some additional data to enter. Raymond Varela will separate results by cohort. Second survey to done.

#### Action items

1. Membership – see above.
2. Call for motion to approve Subcommittee 3-Year Plans, motion made by Amanda Ortiz to approve the Plans, seconded by Raymond, motion carried.

#### New or Follow-up Items for Next Meeting’s Agenda

#### Next Meeting Scheduled

#### Adjournment of Meeting

Call for motion to adjourn meeting by Sierra @ 4:14 pm, motion was made by Raymond Varela to adjourn meeting, seconded by Amanda Ortiz, motion carried.

