



## Retention and Completion Advisement Subcommittee MINUTES

Tuesday, Sept. 10, 2019 at 10 a.m.  
Meeting Location: MEC

- I. **Meeting was called to order** at 10:15, with the following members present: Vanessa Torrez, Janice Varela, Rick Baca, Jason Killian, Karen Wezwick, Tycie Jackson and Melissa Cordova. Arriving later: Henrietta Romero, Alicia Chacon, Larry Fields, Sierra Fernandez & Renee Maestas. Francisco Apodaca came in to observe.
- II. **Approval of agenda** was motioned by Janice Varela, Tycie Jackson, 2<sup>nd</sup>, and the motion passed.  
**Approval of minutes** on hand:  
May 29 minutes: Melissa Cordova moved, Jason Killian 2<sup>nd</sup> motion passed.  
August 6 minutes: Karen Wezwick moved; Janice Varela 2<sup>nd</sup> motion passed.
- III. **Informational/Discussion Items** began:
  1. **Henrietta Romero** discussing things that advisors should remain aware of when advising:
    - CARS is not as accurate as it should be, advisors should keep this in mind;
    - The **new** General Core requirements;
    - The 49% online restriction does not apply to **ALL** classes—only those used for the degree being audited. Advisors should **KNOW** before advising session to be able to advise/schedule next term classes properly to figure the online percentage, take the online courses and divide by the total hours required for the degree/certificate.
    - Catalogue Addendum will be being sent to printer with needed corrections—date?
    - For the 15-hour Associates programs, 9 to 12 hours are required to be done **in house**, as a residency requirement.
    - Gen. Ed. AA is correct on the new website—replaces the Gen Studies Cert;
    - The **general core** is required by HED to be stated on students' transcripts;
    - If students need to move back & forth between catalogues, the advisor needs to write a justification letter to support the petition to graduate. Required papers: Academic Petition to Graduate, Change of Major form, and Letter of justification. (Use creative advising tactics!)
    - **STACK YOUR PROGRAMS (everyone obtaining an AA is also eligible for a Gen Ed Certification—counts as a completion).** **\*\*They should be graduating with their Program Cert, an AA AND a Gen Ed Cert.\*\***
    - **I.E.--An AA in Humanities equals 15 to 17 hours of common core; follow the catalogue, be familiar with it, and know the students' GPA (should be 2.0 or better); if they repeat a class hoping for a better grade, the last earned grade is the one recognized;**
    - Students have **four years** from when they first declared to complete their degrees, certifications, or programs. If they **MAX OUT** their hours under the old catalogue, the registrar's office will move them to the new catalogue.
    - If you need to know when they declared, ask Admissions—Martin is the best contact there.
    - High Schoolers can come in undeclared, but after one semester, they **will have to choose**.
    - ND is not eligible for any financial aid.
    - Check advisors assignments, as they will change, and there is a new tab added in the portal page: Achievements—added next to Scores and Holds.

**Sierra Fernandez** told the group

- A ½ million dollars came in to fund advisor’s salaries, which is a good thing. There were a couple of items that we were short on—an Advisement Model, which she has already drawn up--as a preliminary document (A) and presentation and approval by the Board of Trustees (tonight).
- The **FYEX** (First Year Experience) class has students enrolled into it, as they tested (into Eng78) at 240 or lower on their ACCUPLACER tests.

**Sierra Fernandez** also presented on **R&C Phase 2 goals**—we are currently on year 2, and stated that there should be a solid advisement model utilized by all by the end of the fiscal year, as advisors should be familiar enough with their needs on it by now.

**Needed:** SAT—Student Assessment Team system in place, to assist students at-risk.

**NACADA** feedback: “Great experience!” “Let’s do it every term!” Many resources are available to all who register, even more if we become members--\$75.00 each or \$175 for all from the institution. We will ask the new VP, or Dr. Rael for input.

**Renee Maestas:** Currently used Advisement Survey is for academics only, there needs one created for the Advisement side. Will work on one.

#### **IV. Action Items**

- 1. Nominations for new co-chair** for the R&C Advisement Subcommittee resulted in four nominations and three declines. With that, Tycie moved the nominations cease, and Sierra 2<sup>nd</sup>. Vote was done by consensus, and given to Vanessa Torres.
- 2. Invite the New Vice President to the next meeting:** will be Sierra.

**V. Next meeting** will be Tues. Oct. 8, at the MEC foyer, from 10 a.m. to 11:30 a.m.

**VI. Motion to adjourn** was made by Jason Killian at 11:59, 2<sup>nd</sup> by Renee Maestas, and passed.