



Retention and Completion Committee

Meeting Minutes

Thursday April 26, 2018 @ 2:00 p.m.

Nursing Conference Room

I. Call Meeting to Order and Establish a Quorum

Meeting called to order by R & C Chairperson, Ms. Sierra Fernandez

Present: Chairperson Sierra Fernandez, Vice Chairperson Raymond Varela, Monica Rossetti, Humanities/CJ, Nicholas Casados Jr., School of Business, Moses Marquez, Admissions & Recruitment, Renee Maestas, Student Success Center, Dr. Anita Roybal, Humanities, Nathan Baker, Humanities.

II. Approval of Agenda

*Action Items were moved ahead of Informational Items in order to vote.

Monica Rossetti 1st, Nathan Baker 2nd, with all in favor, the motion did carry.

III. Approval of Minutes

Monica Rossetti 1st, Moses Marquez 2nd, with all in favor, the motion did carry.

IV. Action Items

1. Retention Survey

Group decided to label questions under number 1 as 1A, 1B, 1C.... Changed question 2 to simply state "How fair do you feel the cost of tuition is?" instead of relating it to quality of instruction. Get rid of the age box and put a space to put student's specific age. Include a question that asks about the distance traveled to get to campus. Include a question asking when students would prefer classes (morning 8-12, afternoon 12-5, evening 5-9, weekdays and weekends; check all that apply).

Sierra will take to faculty senate. Faculty can hand them out to class and return them to any member of the R&C Committee.

Nicholas Casados 1st, Moses Marquez 2nd, with all in favor, the motion did carry with amended changes.

2. Department Data/Chart

All members were in favor of utilizing the charts and data gathered from the Humanities Department.

V. Informational/Discussion Items

1. Committee Member Reports

Monica attended Strategic Enrollment to Advisement & Success Forum on April 17, 2018. It was geared to advising and cultural sensitivity. Qualitative surveys were used and rating on advisement was good. More of what faculty and staff believe advising is.

Moses attended the Recruitment and Marketing presentation. Ideas were for free tuition, half tuition, if student takes 12 or more credit hours there would be a break in tuition, if students complete their degree tuition would be free. Also discussed advertising, using billboards, website needs work, and using the radio and newspapers.

Moses informed group that schedules had been printed in house due to constant changes in the schedule. Advisement will also be attending an event the weekend of April 28-29.

Renee reported student success was continuing to make calls for the early alerts. Running into problems with old phone numbers/addresses. Idea was brought up for faculty to have students fill out notecards with current information and share that info with registrars and ask Henrietta about any FERPA issues with that practice.

2. R&C Reporting

Denise will have booklet similar to Northern New Mexico University's (NNMU) ready by the end of the term. In the future it will include results from our retention survey.

3. Fall 18 registration event

Tentative plan for the end of June after the HLC results. Barbeque or some kind of free food for students.

We need to find out if we have any sort of budget to do any events.

There is a student appreciation event taking place on Wednesday May 2, 2018 that we can take flyers to put up to remind students to register.

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

R&C conference taking place in October

We will bring retention surveys to our next meeting, members will then work to input data in an excel sheet that will be sent to committee.

VII. Next Meeting Scheduled-May 17, 2018 at 10:00 a.m.

VIII. Adjournment of Meeting