

RAC Minutes
9/07/17

1. Appointed notetaker: Sarra Hinshaw
2. Appointed a timekeeper / parking lot keeper: Steve Gonzales
3. Roll Call
 - a. Members Present: Reyna Alvizo, Casey Applegate-Aguilar, Paula Excudero, Margaret Gonzales, Steven Gonzales, Sarra Hinshaw, Carol Linder, Edward Martinez, Thomasinia Ortiz-Gallegos, Benito Pacheco, Jesus Rivas, Maxine Salas, Julie Tsatsaros, Brenda Wagoner.
 - b. Members Excused: Kimberly Blea, Lourdes Dominguez, Iliana Ortiz, Elizabeth Ratzlaff.

Ground Rules: Limited to 60 minute meeting, biweekly on Thursdays at 10:00 am in SH 129 (can now meet full 60 minutes since we can use SH 129). Take attendance and approach all conversations in an open and respectful manner. Attendance is expected from all council members. If you can't make the meeting then email Casey. Minutes will note those that are excused and those that are absent. If more than 3 unexcused absences per semester, then Casey will have a conversation with the member to see if will continue, all documents are maintained in SharePoint (moss domain).

4. Overview of Retention Goals for new members.
5. Overview and discussion of strategy team accomplishments and asking new members to join teams (reference: strategy team accomplishments described in 2016-2017 Retention Accomplishments document):
 - a. Fully Prepared for the First Day of Class strategy team
 - i. Enrollment Success Contract- Future meeting should discuss the information faculty can access. Would be valuable for faculty to be able to access SAT/ACT scores and academic probation for their students.
 - b. Assure Opportunities to Apply Classroom Learning through Internships, Practicum, and Campus Employment strategy team
 - i. Discussion on internships, etc.
 - ii. Recruitment of faculty members to join this group
 - c. Academic Roadmaps strategy team
 - i. Academic roadmap needed from each departments and disciplines.
 - ii. Is there a place to upload the information?
 - iii. Action: Look into statistics if there is a correlation between enrollment and completion of students.
 - d. Academic Advising strategy team
 - i. Need more faculty members to join this group
 - ii. Group will focus on advising not just freshman but transfer students as well.
 1. Action: Review other NM universities online transfer schedules and program
 2. Action: Designing a standard system for transfer students to look at which courses from other universities will substitute for Highlands courses. Would be useful for transfer students to access particularly students transferring in the fall to have access over the summer. This tool/software could also be used for recruitment of students.
 3. Action: Review using TEST software for a database

- iii. Define the time when a student transfers from freshman advisors to department advisors.
- iv. Propose to review and set standards for advising. Does advising include courses only or does it include other university services?
- v. Strategy to include discussion on advising in department meetings
- e. University-Wide Service Culture
 - i. Power of Service trainings about to begin Sept 28
 - ii. Snapshot
 - iii. High-traffic department meetings
- 6. 2016-2017 Retention Accomplishments
 - a. Casey is very excited (and should be) about the accomplishments of the 2016-2017 Retention accomplishments. Brief overview of the accomplishments outlined in the 2016-2017 Retention Accomplishments document, which is posted at <http://www.nmhu.edu/strategic-enrollment-management/persistence-and-completion-page/>
- 7. All Retention Council members to review 2016-2017 Retention Accomplishments document
- 8. 2017-2018 Retention Update
 - a. Overview of strategies listed in the 2017-2018 Retention Update document, which is posted at <http://www.nmhu.edu/strategic-enrollment-management/persistence-and-completion-page/>
 - b. New strategy teams needed for:
 - i. Native American and African American students, for which retention and enrollment is lowest at Highlands.
 - ii. University studies / undeclared students
 - iii. Transfer students
 - iv. Returning students
 - v. Students who come from more than 93 miles away
- 9. All Retention Council members to review 2016-2017 Retention Accomplishments document
- 10. Request report for year-to-year enrollment, retention and completion of Native American and African American students.

Next meeting plan:

- 1. Formation of new strategy teams
- 2. Discuss planning for Retention Summit, using PDSA cycle
- 3. Forums for sharing retention accomplishments and updates with campus community
- 4. Next steps for strategies included in 2017-2018 Retention Update

RAC Meeting
Minutes
9/21/17

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call
 - a. Members Present: Casey Applegate-Aguilar, Kimberly Blea, Juan Gallegos, Margaret Gonzales, Steven Gonzales, Sarra Hinshaw, Carol Linder, Thomasinia Ortiz-Gallegos, Jesus Rivas, Buddy Rivera, Julie Tsatsaros.
 - b. Members Excused: Reyna Alvizo.
4. Approval of 9/7/17 minutes
 - a. Minutes approved unanimously
5. Formation of new strategy teams
 - a. NMHU Strategic Goal 2, Action F: Effectively implement Community Center for Indigeneity at Melody Hall Committee members: Julia Geffroy, Rebecca Moore
Julia will ask people to join
 - b. NMHU Strategic Goal 2, Action I: Enhance efforts to Support University Studies Students
Thomasinia will begin work on this
 - c. NMHU Strategic Goal 2, Action O: Identify a Group that will Determine Avenues for Supporting African American Students Kimberly will identify a group
6. Discuss planning for Retention Summit, using PDSA cycle
 - a. Group consensus about being in the study phase of the PDSA cycle. Potential to have forum to engage student population. Potential time would be in February. Previous forum dealt with identifying subpopulations
7. Forums for sharing retention accomplishments and updates with campus community
 - a. Edward and Casey are scheduling upcoming forums

RAC Strategy Leaders meeting
10/5/17

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call
 - a. Members Present: Casey Applegate-Aguilar, Jim Deisler, Steven Gonzales, Carol Linder, Edward Martinez, Iliana Ortiz, Thomasinia Ortiz-Gallegos, Benito Pacheco, Jesus Rivas, Buddy Rivera, Brenda Wagoner.
 - b. Members Excused: Reyna Alvizo, Leon Bustos, Lourdes Dominguez, Sarra Hinshaw, Natasha Lujan.
4. Approval of 9/21/17 minutes
 - a. Minutes approved unanimously
5. Update on 9/28/17 strategy team leaders meeting
 - a. See Tables 1 and 2
6. Progress updates from strategy teams
 - a. Tabled
7. Next steps for strategy teams
 - a. Tabled
8. Data Review
 - a. Break out data from students who did not return from FA16 to SP17. Highlighted Students that indicated financial reasoning for leaving, who also had academic issues. Breakdown of students who had a first-semester GPA <1.75 and GPA<2.0 with financial reasoning indicated.

Table 1:

Strategy Teams	Update
Fully Prepared for the First Day of Class	✓ Enrollment Success Contract
Assure Opportunities to Apply Classroom Learning through Internships, Practicums & Campus Employment	Broad reaching
Academic Roadmaps	focus on University Studies students
University-Wide Service Culture	✓ Power of Service Team
Academic Advising	✓ Persistence and Completion Academy
Matriculation Taskforce	Broad reaching
Persistence and Completion Academy	Broad reaching

Table 2:

Leading Group	Sub-populations
J. Gallegos , T. Ortiz-Gallegos & Academic Roadmap Team	University Studies
Student Enrollment Success Contract / Academic Support	GPA <2.935
J. Geffroy , R. Rebecca, M. Romine, R. Medina, M. Gonzales, L. Burbank, N. Leger	Native American
Y. Wilkes & J. Diesler	African American
K. Blea , R. Alvizo	Home >93 miles away
Student Enrollment Success Contract / Academic Support	Admitted <34.5 days from start of classes
E. Ratzlaff & Internships, Practicums, & Student Employment team	Financial Aid <\$4,254.50
L. Bustos , B. Rivera, & R. Alvizo	Transfer students
B. Rivera	Non-traditional Students
C. Applegate-Aguilar	Returning Students
B. Wagoner	Financial Aid FTF with <\$4,254.50
STEMfast	ACT scores / Accuplacer scores

RAC Meeting Minutes
10/19/17

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call:
 - a. Members Present: Kimberly Blea, Craig Conley, Julia Geffroy, Margaret Gonzales, Steven Gonzales, Carol Linder, Edward Martinez, Benito Pacheco, Elizabeth Ratzlaff, Jesus Rivas, Julie Tsataros, Brenda Wagoner.
 - b. Members Excused: Reyna Alvizo, Casey Applegate-Aguilar, Leon Bustos, Jim Deisler, Sarra Hinshaw, Natasha Lujan, Thomasinia Ortiz-Gallegos.
4. Approval of 10/05/17 minutes
 - a. Approved
5. Update/review: 10/12/17 Retention Forum
 - a. Reported that topics need to be changing for each forum.
6. Progress updates from strategy teams
 - a. Tabled
7. Next steps for strategy teams
 - a. Tabled

Leading Group	Sub-populations
J. Gallegos , T. Ortiz-Gallegos & Academic Roadmap Team	University Studies
Student Enrollment Success Contract / Academic Support	GPA <2.935; Admitted <34.5 days from start of classes
J. Geffroy , R. Rebecca, M. Romine, R. Medina, M. Gonzales, L. Burbank, N. Ledger	Native American
Y. Wilkes & J. Diesler	African American
K. Blea , R. Alvizo	Home >93 miles away
B. Wagoner , J. Garcia	Financial Aid <\$4,254.50

L. Bustos , B. Rivera, & R. Alvizo	Transfer students
B. Rivera	Non-traditional Students
C. Applegate-Aguilar	Returning Students

STEMfast	ACT scores / Accuplacer scores; Home >93 miles away
E. Ratzlaff & Assure Opportunities to Apply Classroom Learning through Internships, Practicums & Campus Employment	Broad reaching
Matriculation Taskforce	Broad reaching
Persistence and Completion Academy	Broad reaching

RAC Meeting Minutes
11/2/17

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call:
 - a. Members Present: Casey Applegate-Aguilar, Kimberly Blea, Lourdes Dominguez, Juan Gallegos, Julia Geffroy, Margaret Gonzales, Steven Gonzales, Carol Linder, Edward Martinez, Thomasinia Ortiz-Gallegos, Benito Pacheco, Elizabeth Ratzlaff, Jesus Rivas, Buddy Rivera, Julie Tsatsaros, Yvette Wilkes.
 - b. Members Excused: Reyna Alvizo, Leon Bustos, Natasha Lujan.
4. Approval of 10/19/17 minutes
 - a. Tabled
5. Effective retention strategies
 - a. See figures 1, 2, and 3
6. RAC meeting purpose
 - a. Purpose of the meeting will be moved towards a reporting session for the subpopulation strategy committees to report progress to the council as a whole. This model is believed to be more effective and efficient.
7. Strategy team leader reports
 - a. Tabled
8. Progress updates from strategy teams
 - a. Tabled
9. HLC meetings
 - a. Tabled

Figure 1:

Rankings by effectiveness*	Four-year private institutions	Four-year public institutions	Two-year public institutions
1	Giving students practical work experiences in their intended major (e.g., internships, volunteer work, experiential learning, service learning)	Honors programs for academically advanced students	Academic support (e.g., learning center, math lab, tutoring)
2	Required on-campus housing for first-year students	Academic support (e.g., learning center, math lab, tutoring)	Tutoring
3	Academic support (e.g., learning center, math lab, tutoring)	Giving students practical work experiences in their intended major (e.g., internships, volunteer work, experiential learning, service learning)	Providing guided pathways with fewer course options to keep students moving to graduation
4	Honors programs for academically advanced students	Advising by professional staff, one-on-one	Programs designed specifically for first-year students (e.g., orientation for first-year students, a first-year experience program)
5	Programs designed specifically for first-year students (e.g., orientation for first-year students, a first-year experience program)	Supplemental instruction	Honors programs for academically advanced students
6	Tutoring	Programs designed specifically for first-year students (e.g., orientation for first-year students, a first-year experience program)	Giving students practical work experiences in their intended major (e.g., internships, volunteer work, experiential learning, service learning)
7	Programs for first-generation students	Mandatory first-year experience or orientation course	Programs for first-generation students
8	Mandatory first-year experience or orientation course	Training residence hall staff to recognize at-risk students	Mandatory advising by professional staff, one-on-one
9	Advising by professional staff, one-on-one	Providing each student with an academic plan/roadmap of courses	Advising by professional staff, one-on-one
10	Student success coaching (internal)	Mandatory advising by professional staff, one-on-one	Using on-campus student employment as a strategy to engage/retain students

Figure 2:

Rankings by ineffectiveness	Four-year private institutions	Four-year public institutions	Two-year public institutions
1	Using a "reverse transfer" process to help students finish degrees at their previous institution	Financial literacy programs to assist students and parents with managing their personal finances	Peer mentoring
2	Financial literacy programs to assist students and parents with managing their personal finances	Programs designed specifically for adult/non-traditional students	Interviews or surveys with students who are withdrawing, before they leave
3	Identifying re-entry dates for students who are leaving	Online social networking to engage students in online communities	Financial literacy programs to assist students and parents with managing their personal finances
4	Remaining in contact with students who are leaving	Programs designed specifically for transfer students	Learning communities
5	Programs designed specifically for second-year students*	Remaining in contact with students who are leaving	Online social networking to engage students in online communities

Figure 3:

35 Good Practices in Retention Survey

On September 20, 2016 the NMHU retention team was asked by the consultant to rate each suggestion below on a scale of one to seven to evaluate NMHU's current deployment of retention strategies, where:

One represents "This strategy is not used at all;" and

Seven represents "This strategy is used in a complete, effective way."

Thirteen surveys were returned. The mean scores for each item appear below with those at 2.0 or below highlighted as they may represent immediate improvement opportunities.

#	Item	Rating
1	Track the retention of cohort groups (e.g., under-prepared, undecided, honors students, athletes, commuters, residents, late admits, etc.), and develop targeted programs for those whose retention is low.	3.00
2	Conduct summer orientation programs, where the emphasis is on activities designed to build interpersonal affiliations to peers and bonds to the institution. Design and deliver orientation experiences for special groups of students (e.g., adults, transfers, internationals, athletes, selected majors, commuters, resident students).	4.23
3	Review all promotional materials to ensure that they are creating accurate pre-entry expectations of the institution. Develop well-designed campus visit experiences that realistically portray the institution to prospective students. Determine if recruitment activities are targeting students who are likely to be successful at the institution.	3.00
4	Provide a comprehensive sophomore-year experience that prepares undecided students for their major. For all sophomore students, provide a concrete academic plan to complete degree in four years.	1.42
5	Offer a wide array of student extracurricular activities.	3.54
6	Have a system in place to identify students who are under-prepared. Provide programs and services for academically under-prepared students.	3.62
7	Establish excellent academic support services (e.g., learning center, math lab, writing lab), and proactively assist students in using this assistance. Provide peer tutorial services and supplemental-like instruction for "killer courses."	5.17
8	Have a comprehensive first-year experience that includes an extended orientation course (i.e., first-year experience course).	4.92
9	Determine strategies that lessen the number of sophomore status students that leave the institution.	1.62
10	Design high-interest residential living programs and activities. Ensure residential facilities are in good condition.	3.08
11	Empower Retention Committee to address all retention-related initiatives regardless of reporting structures.	2.92

#	Item	Rating
12	Conduct student satisfaction surveys on a systematic basis. Using results to plan improvements.	2.75
13	Conduct exit interviews to ascertain student reasons for leaving and possibly to resolve issues that are barriers to returning.	2.00
14	Require that students on academic probation participate in a “success” program that includes learning contracts.	2.58
15	Provide online and in-person tutorial support beyond academic support such as stress/time management, substance abuse, and study skills.	3.50
16	Review availability of classes to be sure student needs are being met. Eliminate low- demand courses and increase availability of high-demand courses.	1.83
17	Employ processes that create specific strategies designed to foster degree completion and career goal attainment.	2.92
18	Identify students who may be dropout-prone by observing “behavioral cues” (e.g., missing classes, failing to apply for financial aid, not pre-registering, or requesting a transcript) as part of a proactive “early-alert” program. Reach out to those students to intervene and assist them. Use telecounseling to contact students experiencing difficulty or planning not to return. Communicate with students who are in good standing who fail to enroll.	3.17
19	Review all policies, procedures, syllabi, and processes to ensure that they are student-centered, learning-oriented, and outcomes-oriented.	2.45
20	Design financial aid systems that allow families to reapply for aid when financial circumstances have changed and increase scholarship aid allocations to match tuition increases.	4.10
21	Explore strategies that recruit a student back to the institution who has left in good standings.	1.83
22	Lessen the “campus runaround.” Provide ongoing quality service training for all front-line support staff and supervisors. Design an intake system that includes a seamless orientation, assessment, advising, registration, and bill paying process.	2.17
23	Provide a comprehensive training program for students participating in the college work-study program.	1.83
24	Establish an office devoted exclusively to the improvement of the teaching/learning process. Develop an ongoing program to help faculty understand the critical role they play in retention. Eliminate or reduce large lecture classes (or have part of the course be a small discussion section). Assist faculty in learning about and using cooperative and collaborative teaching/learning strategies.	3.08
25	Connect alumni to current students in mentoring program.	1.92

#	Item	Rating
26	Develop an institutional academic advising plan that includes the components that are associated with successful delivery and organization of advising services. Provide development opportunities for advisors. Design an evaluation program that assesses the effectiveness of the institution's advising program, as well as individual advisor. Develop or purchase a computerized degree audit system. Use this in advising. Involve faculty in academic advising.	3.75
27	Provide an Honors Program to challenge the best students and to structure ease of connections.	2.25
28	Change the attitude in serving students from, "We have the services, but students don't take advantage of them," to "How can we provide proactive ways of ensuring that students are supported by the programs we offer?"	2.54
29	Frontload the best instructors and advisors in the first and second year.	1.67
30	Provide an ongoing internal communications program for students and parents after enrollment.	1.25
31	Integrate technology into daily practice where faculty and staff are actively using web-based tools to engage students.	2.08
32	Provide a majority of coursework past lecture style courses where students are actively engaged in learning.	2.67
33	Design programs geared towards adult populations.	1.58
34	Provide enhanced and dynamic counseling services.	2.82
35	Host learning communities that foster more explicit intellectual connections between students, students and faculty, and disciplines of smaller subgroups of students, with a common sense of purpose, leading to an integration of classroom and non-classroom experiences.	5.18

RAC Meeting Minutes
11/16/17

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call:
 - a. Members Present: Reyna Alvizo, Casey Applegate-Aguilar, Kimberly Blea, Jeremiah Cronin, Juan Gallegos, Steven Gonzales, Carol Linder, Edward Martinez, Iliana Ortiz, Benito Pacheco, Jesus Rivas, Buddy Rivera, Brenda Wagoner.
 - b. Members Excused: Leon Bustos, Margaret Gonzales, Natasha Lujan, Julie Tsatsaros.
4. Approval of 10/19/17 & 11/2/17 minutes
 - a. Tabled
5. Strategy Team Leader Reports
 - a. Juan-Academic Roadmaps/University Studies: Need for individual Plan of Study for all University Studies students, need to separate the two types of University Studies Students
 - b. Julia-Support for Native American Students: Collaborating with Financial Aid, working with Strategic Enrollment Management team to continuing development of the Melody Hall Program
 - c. Yvette-Support for African American Students: Currently has an event scheduled for Nov. 30 and setting up focus groups for African American students
 - d. Kim-Support for students from >93 miles: Planning to meet Nov. 20
 - e. Brenda-Support for students <\$4254.50 in non-refundable financial aid: Currently forming committee
 - f. Buddy/Reyna (for Leon)-Support for transfer students: No update yet
 - g. Casey-Support for returning students:
 - h. Buddy-Non-Traditional: No progress made as of yet. Preparing data and waiting to form a committee
 - i. Casey-Persistence and Completion Academy:
 - j. Edward-STEMFast: looking into summer bridge program, accelerated MATH120/140 courses addressed concerns about ACT Requirement
 - k. Edward-Matriculation Task Force: New charge with re-enrollment process
 - l. Benito-Student Enrollment Success Contract (GPA 2.93 & <34 day admit): As of 10-16 25 registered, 1 planning to transfer, 1 withdrawal.

RAC Meeting Minutes
11/30/17

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call
 - a. Members Present: Reyna Alvizo, Casey Applegate-Aguilar, Kimberly Blea, Jeremiah Cronin, Jim Deisler, Juan Gallegos, Julia Geffroy, Margaret Gonzales, Steven Gonzales, Iliana Ortiz, Thomasina Ortiz-Gallegos, Benito Pacheco, Jesus Rivas, Buddy Rivera, Julie Tsatsaros, Brenda Wagoner.
 - b. Members Excused: Leon Bustos, Natasha Lujan
4. Approval of 10/19/17, 11/2/17, 11/16/17 minutes
 - a. 10/19/17: approved
 - b. 11/2/17: approved
 - c. 11/16/17: approved
5. Strategy Team Leader Reports
 - a. Juan-Academic Roadmaps/University Studies: Meeting scheduled for Nov. 30 (after current meeting) T. Ortiz-Gallegos informed committee that new "Change of Major" form has been approved by Academic Affairs and will require signatures from the department students are entering
 - b. Julia-Support for Native American Students: meeting scheduled for Dec. 1
 - c. Yvette-Support for African American Students: hosted a dinner conversation with African-American students and received positive feedback. Questions asked were generated by members of the committee and contact list was provided through OIER
 - d. Kim-Support for students from >93 miles: Planning to meet Nov. 20
 - e. Brenda-Support for students <\$4254.50 in non-refundable financial aid: developed committee and goals. Waiting for requested data from VPSEM to review reasons for leaving including financial aid, GPA, and student residency.
 - f. Buddy/Reyna (for Leon)-Support for transfer students: No update yet
 - g. Casey-Support for returning students: Re-enrollment form moved to Matriculation Task Force, with the goal for re-enrollment to be integrated into Slate. Identifying demographics and population, estimated 150-300 students.
 - h. Buddy-Non-Traditional: No progress made as of yet. Preparing data and waiting to form a committee
 - i. Benito-Student Enrollment Success Contract (GPA 2.93 & <34 day admit): 75% of students on contract enrolled for Spring 2018 semester. Exit survey being administered to students who indicated they will be leaving university

RAC Meeting Minutes
12/14/17

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call
 - a. Members Present: Reyna Alvizo, Casey Applegate-Aguilar, Kimberly Blea, Lourdes Dominguez, Julia Geffroy, Margaret Gonzales, Steven Gonzales, Carol Linder, Edward Martinez, Benito Pacheco, Buddy Rivera.
 - b. Members Excused: Julie Tsatsaros.
4. Approval of 11/30/17 minutes
 - a. 11/30/17: approved
5. Strategy Team Leader Reports
 - a. Benito-Student Enrollment Success Contract: 12 of 15 E.S.C. students enrolled for the Spring semester. A similar contract is being looked at for students on Academic Probation. Re-enrollment was clarified to happen when a student who leaves and returns with no additional higher ed. coursework completed. Re-admission was also clarified to happen when a student leaves and returns with higher ed. credit.
 - b. Edward-Matriculation Task Force: No Update
 - c. Juan-Academic Roadmaps/University Studies: Working out differentiating undeclared/undecided students and who students are declared University Studies
 - d. Casey-Returning Students:
 - e. Kim-Support for Students >93 miles: Designed a survey with intent to administer via Survey Monkey to students enrolled at Census Date. List of Students was requested from OIER. Also collecting Tribal information for Native American students.
 - f. Julia-Support for Native American Students: Planning to increase presence in the residence halls at the beginning of the semester. Planning to have a welcome back dinner. Planning to smaller but more significant events for Native American students.
 - g. Yvette-Support for African American Students: Continuing to meet with students on a semi-regular basis.
 - h. Brenda-Support for Students with <\$4,254.50 in non-refundable aid: No update
 - i. Leon-Support for Transfer Students:
 - j. Buddy-Non-Traditional Students:
 - k. Edward-STEMFast: Jeff is currently planning to begin summer bridge courses. Currently working with community colleges on articulation agreements.

RAC Meeting Minutes
1/25/18

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call
 - a. Members Present: Casey Applegate-Aguilar, Kimberly Blea, Jim Deisler, Julia Geffroy, Steven Gonzales, Edward Martinez, Thomasina Ortiz-Gallegos, Benito Pacheco, Jesus Rivas, Buddy Rivera, Brenda Wagoner, Ian Williamson.
 - b. Members Excused: Reyna Alvizo.
4. Approval of 12/14/17 minutes
 - a. Approved pending review and clarification of "item 5.D."
5. Review of Retention Key Enrollment Indicators (RKEI) snapshot.
 - a. Highlighted data points that will be used by the Retention Advisory Council, subcommittees, and other campus departments. Document can be found in Retention Share Point
 - b. Finalized version will be submitted to HLC.
 - c. Intention of official RKEI schedule for formative and summative data tracking.
6. Target Rate Setting
 - a. First-Time, Full-Time Freshman Fall to Spring Retention: 2017: 78%; 2018: 78%; 2019: 79%; 2020: 80%.
 - b. First-Time, Full-Time Freshman Fall to Fall Retention: 2017: 53%; 2018: 54%; 2019: 55%; 2020: 57%.
 - c. First-Time, Full-Time Freshman Completion Rates: 4-Year Targets: 2017:10.5%; 2018:11%; 2019: 11.5%; 2020: 12%. 6-Year Target Rates: 2017: 25%; 2018: 25.5%; 2019: 26%; 2020: 26.5%.
 - d. Transfer Student Fall to Spring Retention: 2017: 80%; 2018: 81%; 2019: 83%; 2020: 85%.
 - e. Transfer Student Fall to Fall Retention: 2017: 71%; 2018: 72%; 2019: 73.5%; 2020: 75%.
 - f. Transfer Student Completion Rates: 4-Year: 2017: 52.5%; 2018: 53%; 2019: 53.5%; 2020: 54%. 6-Year: 2017: 55.5% 2018: 54%; 2019: 54.5%; 2020: 55%.

RAC Meeting Minutes
2/8/18

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call
 - a. Members Present: Reyna Alvizo, Casey Applegate-Aguilar, Kimberly Blea, Julia Geffroy, Margaret Gonzales, Steven Gonzales, Edward Martinez, Rebecca Moore, Thomasinia Ortiz-Gallegos, Benito Pacheco, Jesus Rivas, Ian Williamson.
4. Strategy Team Leader Reports
 - a. Edward-Matriculation Task Force: Matriculation Task Force has been moving forward with determination of purpose of the Re-enrollment and Re-Admission forms. Thomasinia clarified that one form [re-enrollment] serves the purpose to one form allow students to admitted who have left Highlands and earned less than 16 credit hours from another institution and the other [re-admission] allows students who have earned 16 or more credit hours from another institution.
 - b. Juan-Academic Roadmaps/University Studies: Working out differentiating undeclared/undecided students and who students are declared University Studies
 - c. Casey-Returning Students: Initiated process by requesting returning student demographics from OIER. Identify methods to best support returning students from. Exploring possibility of communicating with returning student. Thomasinia clarified that there is no communication protocol for reaching out to these students, with a suggestion to include every student that registers for the next semester. Purpose of the communication would be to notify students of campus support resources and welcoming them to new semester at Highlands.
 - d. Kim-Support for Students >93 miles: Reconvening with plans to survey students that fall within the subpopulation. Currently planning to develop and administer survey through Survey Monkey.
 - e. Julia-Support for Native American Students: Committee meeting Friday (2/9), Native American Center hosted time management workshop at Melody Hall yesterday (2/7). 40 students from subpopulation did not return fall to spring, 12 of which were freshman with number of students increasing with classification.
 - f. Yvette-Support for African American Students: Have not met with students since last and have the next dinner on 2/23, planning to begin meeting monthly with potential guest speakers.
 - g. Brenda-Support for Students with <\$4,254.50 in non-refundable aid: No update
 - h. Benito-Enrollment Success Contract: 66% of Enrollment Success Contract cohort retained fall to spring. 44 of 254 students in the freshman on academic probation. 22 of the students who are on academic probation are on a contract similar to enrollment success contract for the spring semester. 74% of the original Enrollment Success Contract cohort in good academic standing at the end of the fall semester.
 - i. Buddy-Non-Traditional Students: No update
 - j. Edward-STEMFast: Reyna is working with community colleges to build articulation agreements. No results with the Math department in regard to entrance scores for MATH 140.

RAC Meeting Minutes
2/22/18

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call
 - a. Members Present: Casey Applegate-Aguilar, Kimberly Blea, Julia Geffroy, Margaret Gonzales, Steven Gonzales, Edward Martinez, Thomasina Ortiz-Gallegos, Benito Pacheco, Jesus Rivas, Buddy Rivera, Ian Williamson.
4. Strategy Team Leader Reports
 - a. Juan-Academic Roadmaps/University Studies: No update
 - b. Casey-Returning Students/FYE: No update
 - c. Kim-Support for Students >93 miles: No update
 - d. Julia-Support for Native American Students: Students did not show up to tribal financial aid workshop.
 - e. Yvette-Support for African American Students: planning dinner for tomorrow (2/23)
 - f. Brenda-Support for Students with <\$4,254.50 in non-refundable aid: No update
 - g. Benito-Enrollment Success Contract: 3 of 22 students on academic probation have not checked in with Academic Support
 - h. Buddy-Non-Traditional Students: Planning to invite Leon Bustos to the group
 - i. Edward-Matriculation Task Force: No update
 - j. Edward-STEMFast: No update

RAC Meeting Minutes
3/8/18

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call
 - a. Members Present: Lee Allard, Reyna Alvizo, Casey Applegate-Aguilar, Julia Geffroy, Steven Gonzales, Edward Martinez, Benito Pacheco, Jesus Rivas, Brenda Wagoner, Ian Williamson.
4. Strategy Team Leader Reports
 - a. Juan-Academic Roadmaps/University Studies: re-addressed the issues of differentiating students who are declared university studies and students who remain undecided. Currently planning to develop report which recommends advertising university studies as a viable option for providing well rounded educational opportunities. Dr. Allard asks if "Degree Seeking" field in Banner is being properly utilized.
 - b. Casey-Returning Students: Reviewed data presented at Retention Forum. Notified group that there are 14 planned learning communities for the fall semester with a capacity of 321 students.
 - c. Kim-Support for Students >93 miles: No update
 - d. Julia-Support for Native American Students: Currently reviewing data
 - e. Yvette-Support for African American Students: No update
 - f. Brenda-Support for Students with <\$4,254.50 in non-refundable aid: received report from Dr. Martinez and Casey currently looking for one additional person from Financial Aid, in addition to Desiree from recruitment and Steven Gonzales. Have already identified 18 students from the 2016 cohort and waiting 2017 cohort data. Suggestion to prioritize this subpopulation for campus employment. 5/6 of this subpopulation were NM residents who qualified for the NM Legislative Lottery Scholarship and/or Dean's Scholarship.
 - g. Benito-Enrollment Success Contract: Only 1 student from this cohort has logged no time in university support facilities looking into continuing contract for other student populations.
 - h. Buddy-Non-Traditional Students: No update
 - i. Edward-Matriculation Task Force: primarily working on university policies.
 - j. Edward-STEMFast: STEMFast LC planned for the fall. Still no cooperation from math department about entrance score for MATH 140.
5. Forum Update
 - a. Forum recorded and uploaded to website
 - b. March forum potentially have Persistence and Completion Academy, looking for suggestions for April

RAC Meeting Minutes
3/22/18

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call
 - a. Members Present: Lee Allard, Kimberly Blea, Jim Deisler, Julia Geffroy, Steven Gonzales, Edward Martinez, Thomasinia Ortiz-Gallegos, Benito Pacheco, Jesus Rivas, Buddy Rivera, Ian Williamson.
4. Strategy Team Leader Reports
 - a. Julia-Support for Native American Students: Currently researching implemented retention strategies within the classroom, looking into developing comprehensive plan for Melody Hall. Planning to work with Dr. Marrs (CTE) for professional development.
 - b. Yvette-Support for African American Students: Have hosted two dinners on campus, and have seen better turnout among the female African American student population. Looking into the possibility of transportation to the airport at the end of the semester. Planning additional event to happen in April.
 - c. Kim-Support for Students from >93 miles/Career & Student Employment: Reviewing data set provided by IR and developing survey through SurveyMonkey with plans to administer in April.
 - d. Juan-Academic Roadmaps/University Studies: Overlap between undeclared students and students genuinely in University Studies program still causing difficulty in determining true number of students enrolled in UNST plan of study. Moving forward with plan of recommendation for Academic Affairs.
 - e. Buddy-Support for Non-Traditional & Transfer Students: Moving forward with recommendations to engage this sub population.
 - f. Brenda-Support for Students with <\$4,254.50 in non-refundable Financial Aid: Currently working on data set.
 - g. Benito- Enrollment Success Contract: Reviewing data further.

RAC Meeting Minutes
4/4/18

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call
 - a. Members Present: Lee Allard, Casey Applegate-Aguilar, Kimberly Blea, Steven Gonzales, Edward Martinez, Thomasinia Ortiz-Gallegos, Benito Pacheco, Buddy Rivera, Brenda Wagoner, Ian Williamson.
 - b. Members Excused: Sarra Hinshaw, Julie Tsatsaros.
4. Minutes Approval: 3/8/18
 - a. Approved with revisions
5. Review of Subpopulation Midterm Grade data:
 - a. Spreadsheet uploaded to Retention SharePoint.
 - b. Key Points: Football players among lowest performing athletes. Female students out-performing male students.
6. Strategy Team Leader Reports
 - a. Juan-Academic Roadmaps/University Studies: No update
 - b. Casey-Returning Students/FYE: Waiting for re-enrollment/re-admission process to be overhauled. FYE: seeing an increase in study session attendance with positive feedback of having peer mentors more involved in courses
 - c. Kim-Support for Students >93 miles: Met last week and importing questions to SurveyMonkey. Delivering to subpopulation through Slate with "deanofstudents@nmhu.edu" being primary email for contact and support. No update from Career Services Ctr.
 - d. Julia-Support for Native American Students: met on March 26. Hoping to host Tribal Leadership Summit. Planning to develop Retention Plan for Melody Hall.
 - e. Yvette-Support for African American Students: No update
 - f. Brenda-Support for Students with <\$4,254.50 in non-refundable aid: Reports showing that grades are primary Factors in decision not to return.

RAC Meeting Minutes
4/19/18

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call
 - a. Members Present: Lee Allard, Reyna Alvizo, Casey Applegate-Aguilar, Kimberly Blea, Ron Garcia, Julia Geffroy, Margaret Gonzales, Steven Gonzales, Edward Martinez, Thomasinia Ortiz-Gallegos, Benito Pacheco, Jesus Rivas, Buddy Rivera, Ian Williamson.
4. Minutes Approval:
 - a. 3/22/18: Approved
 - b. 4/4/18: Approved with revisions
5. Forum Recap:
 - a. How can we merge campus ideologies between the two groups? Response to continue with exercises based around advising models. Review the NACADA guide to determine if the proper advising model is being used at Highlands. Questions about whether online initiatives will change focus of advising.
6. Strategy Team Leader Reports
 - a. Juan-Academic Roadmaps/University Studies: waiting on academic units to course requirements within Plan of Study. Thomasinia is working with Dr. Allard and Susan Chavez to determine if students are able to be coded as undeclared. Also working on having "Undeclared" placed as an option on university application.
 - b. Casey-Returning Students/FYE: Waiting for re-enrollment/re-admission process to be overhauled. Requesting a special BOR meeting to approve policies. FYE: 14 Learning Communities for the Fall Semester with 16 iSeminar Sections
 - c. Kim-Support for Students >93 miles: 33 Respondents so far. Class size and affordability are top reasons for staying at Highlands. Negative feedback trends showing after vote to raise tuition. Career Services: Launched surveys through Skyfactor.
 - d. Julia-Support for Native American Students: Hosted STEM Panel which included tribal members. Low student persisting. Susan Decker (ARMAS Director) and Blanca (NRM Instructor) attended event. Having difficulty with getting subcommittee faculty to attend.
 - e. Yvette-Support for African American Students: Met recently. Last meeting with subpopulation students to 4/25/2018. Student Transportation to the Albuquerque Support at the end of the semester will be May 9th and 13th. Already showing signs of positive feedback

RAC Meeting Minutes
5/3/18

1. Appoint notetaker: Steven Gonzales
2. Appoint a timekeeper / parking lot keeper: Steven Gonzales
3. Roll Call
 - a. Members Present: Lee Allard, Reyna Alvizo, Casey Applegate-Aguilar, Kimberly Blea, Ron Garcia, Julia Geffroy, Steven Gonzales, Edward Martinez, Thomasinia Ortiz-Gallegos, Benito Pacheco, Jesus Rivas, Buddy Rivera, Brenda Wagoner, Ian Williamson.
4. Minutes Approval:
 - a. 1/25/18: Approved
 - b. 4/19/18: Approved with revisions
5. Strategy Team Leader Reports
 - a. Edward-Matriculation Task Force: Currently changing focus of committee. Planning to produce campus master calendar.
 - b. Edward-STEMfast: Currently undergoing changes within the department
 - c. Juan-Academic No update
 - d. Casey-Returning Students/FYE: Changes to the Re-enrollment/ re-admission form coming with the new catalog. FYE: 435 students have logged time in the FYE Study Lounge during this spring semester (2018) with majority being in the office for study sessions.
 - e. Kim-Support for Students >93 miles: Second communication sent to subpopulation. No update regarding respondent information. Career Services (Ron Garcia): First destination survey looking to identify graduates with post-graduation jobs. Center students voiced concerns that there are no physical services offered at centers despite all sessions being available through Zoom.
 - f. Julia-Support for Native American Students: Restructuring committee. Currently building a retention plan for Melody Hall which will continue through the summer. Planning end of year barbeque for May 3rd.
 - g. Yvette-Support for African American Students: No update
 - h. Brenda-Support for Students with <\$4,254.50 in non-refundable aid: Have identified subpopulation and determined the number of students employed on campus. Also determined the number of students who are eligible to receive Federal Work-study.
 - i. Benito-Enrollment Success Contract: Subpopulation averaging 17.5 hours in labs. Currently following up with students and assisting with enrolling and/or conducting exit interviews.