

Retention Advisory Council Minutes  
October 11, 2018  
FMTZ Conference Room 3:30-5:00 p.m.

Present: Juan Gallegos, Lee Allard, Melissa Williamson, Benito Pacheco, Thomasina Gallegos-Ortiz, Kimberly Blea, Jim Deisler, Edward Martinez, and Maria Sena

Zoom: Kristen Olds and Reyna Montano

Committee welcomed Kristen Olds to the Retention Advisory Council. Kristen is the new Transfer Admissions Counselor.

- I. Minutes Approval
  - Approved Minutes for 9/27/18
- II. Review of Retention Section of SEM Plan
  - Edward indicated that he met with Faculty Senate and provided Dr. Sammeth draft of the SEM Plan. Comments/suggestions are due by October 29.
  - Edward also met with Lee to determine the percentage of student enrollment increase to meet the 2022 goal of 4500 students.
  - Edward requested that the committee review Undergraduate Retention section of the SEM Plan. He would like committee's approval.
  - This committee is somewhat responsible for moving initiatives forward.
  - Plan includes what we can accomplish by 2022.
  - Reviewed Onboarding and Retention section of SEM Plan.
    - Three percent will not get us to 4500 students. To adhere to those numbers, the plan has been changed to: Increase new undergraduate enrollment by an average of 9% per year.
    - Goal 2 has been changed to read increase completion of New Student Orientation in the Las Vegas campus each year by 2 percent.
    - Committee agreed to change Financial Aid information in the Retention Plan to match what is in the SEM Plan.
  - Reviewed Action Steps
    - Add completion of TES implementation of transfer system.
    - Add continue and enhance MOUs/articulation agreements/partnerships for transfer students.
    - Change sentence to state, "monitor first time freshmen who are not academically successful and who do not complete 15 or more credits per semester.
    - Add continue onboarding strategies at Centers.
    - Change implement to continue for the Enrollment Success Contract.
    - Change implement to continue for the summer bridge program.
    - Edward needs to visit with Financial Aid to ask about the action step-Increase/promote need-based financial aid opportunities.
    - Delete sentence-Increase the number of students who register for the following semester prior.....
    - Change the word establish to explore.

Edward will revise the SEM Plan and will share the updated version with Faculty Senate.

Next meeting will be October 25, 2018.

Retention Advisory Council Minutes  
October 25, 2018, 2018  
FMTZ Conference Room 210 3:30-5:00 p.m.

Present: Melissa Williamson, Lee Allard, Julia Geffroy, Edward Martinez, and Maria Sena

Zoom: Kimberly Blea, Margaret Gonzales, and Reyna Alvizo

- I. Minutes Approval
  - Approved minutes for 10/11/18
- II. Retention Update
  - Next Tuesday, October 30 an HLC Forum will be held at 3p.m.
  - Edward will provide a short update regarding the Retention Advisory Council.
  - Edward indicated that he will report on creating the accomplishments for the 17/18 year and updating new plan for the 18/19 year.
  - In 2016, the RAC put forth a retention plan. Plan was endorsed by all stake holders. HLC reviewed plan. NMHU was placed on probation after plan was reviewed. After submission of plan, we noticed mistakes, mistakes in data, and plan just needed to be cleaned up. We made changes to the retention plan. The updated plan became what is known as the Retention Update. Updated plan was not titled retention plan update because HLC might criticize our changes because HLC stated that we never do what we state we are going to do.
- III. Determine format for 17/18 Accomplishments
  - Edward is working on accomplishments document. Document will be submitted to HLC before their visit.
  - Committee reviewed document format
  - Committee approved to delete the indicators and time frame column.
  - Member suggested to make lines and separate each goal. Similar to what was done with the SEM Plan.
  - Committee agreed to make the goals SMART goals.
  - Committee agreed to shift columns on plan. Put measurable goals next to the retention goals.
  - Accomplishment document will be a standalone document.
  - Document will be archived and another document will be created for the new year.
- IV. Determine format for 18/19 Retention Plan Update
  - Committee reviewed format.
  - Committee agreed to remove the indicators & time frame column.
- V. Determine goals to include in the 18/19 Retention Plan Update
  - Committee reviewed the goals that were developed in the SEM Plan Committee. Edward indicated the goals in red the committee had previously decided to review based on the findings of strategy groups.
  - Committee reviewed the goals regarding the Enrollment Success Program.
    - Benito currently working with students that meet the criteria for this program.
    - Committee agreed to rewrite the goal that consists of FTF participating in enrollment success contract. Same criteria will be used as previous fall.
    - Committee also agreed to combine both goals because the Enrollment Success Contract will encompass both of these cohorts.
  - Committee reviewed the goals for the Native American Students
    - The NAC has started the Melody Hall Initiative.
    - They have also start other initiatives with the students.

- Committee agreed to keep this goal.
- Committee reviewed the goals for the African American Students
  - Edward indicated that he would like to keep the goal for African American students.
  - When Yvette and Kimberly brought students together, it really helped.
  - Dr. Watson has been doing more with African American students. She has been connected with UNM.
  - Kimberly and Edward will speak with Dr. Watson to obtain an update.
  - Margaret was asked for an update on this strategy. She indicates that currently it is at a standstill. Part of it has to do with committee decreasing.
  - Margaret indicates that last meeting with the students, the meeting was well received and students requested that the initiative continue.
  - Retention goal might be to increase social activities with these students. Start with one or two things.
  - Due to retention rate being poor, committee agreed to leave in goal.
- Committee reviewed the goals for 93-540 miles from campus
  - Committee needs to rewrite this goal. Edward will obtain the help of Coach Snow and Jim Disler and come up with a goal and put number on it.
  - Concern is focus on all athletic teams, however, because football has much worse retention rate and there are a lot more football athletics, goal will be focused on football athletes.
  - Meeting will be set up with Lee Allard, Kimberly Blea, Coach Snow, and Jim Disler to determine an updated goal and strategies.
- Committee reviewed goals for Transfer students
  - Committee agreed to leave all goals in the plan.
- Committee reviewed goals for First Time Freshmen
  - Committee agreed to leave all goals in the plan.
- Committee reviewed goals for Transfer Students
  - Committee agreed to separate this section by associates and no associates.
- Committee reviewed goals brought in from the SEM Plan.
  - Committee discussed Fall to Spring and Fall to Fall Retention rates.
  - Committee agreed to keep the 7<sup>th</sup> semester retention rate at 35%. There is a gap of three years if goal is removed.
  - Committee agreed to align this document and the SEM Plan as much as possible.
  - Reviewed goal -Increase undergraduate enrollment by 9% year. An enrollment goal not a retention goal. Committee agreed to remove this goal from the retention plan.
  - Reviewed goal-completion of new student orientation. This is also an enrollment goal. Committee agreed to review this goal from the retention plan.
  - Reviewed three financial aid goals. This is also an enrollment goal. Committee agreed to from the retention plan.
  - Four and Six year graduation goals. Edward indicated that he will work with Susan to create a specific goal to measure outcomes of ARMAS for these goals. SIL program is still going strong. Committee agreed that SIL program can be reviewed to indicate academic outcomes and retention between students that participated in SIL and the ones that didn't participated.
  - Reyna indicated she is working on a report for data regarding student participation at ARMAS. Once it is complete, she will share it with the committee.
- Edward will recreate the table with new goals. He will bring it back to the committee for review.

- Committee member requested that dates be put on the plan. It is hard to determine what year plan is for.
- Committee agreed to call the plan Retention Plan Update. Update will be for the 18/19 year.
- Committee agreed to eliminate the actions/strategies column.

VI. Other

- Edward met with Melissa at HUE. Last year, Casey's office had students call all the students that did not return in the spring and in the fall to determine why they didn't come back.
- This year, we have not called the 2017 students.
- Located questionnaire used for these calls. The peer mentors, advisors, and students out of SEM office will call the 2017 cohort that did not return.
  
- Edward informed the committee that Juan Gallegos has resigned from both P&C Academy team and the Retention Advisory Council.