Retention Advisory Council Minutes  
January 17, 2019  
3:30-5:00 p.m., FMTZ Conference Room

Present: Leon Bustos, Susan Chavez, Rebecca Moore, Julia Geffroy, Lee Allard, Benito Pacheco, Jessica Jaramillo, Edward Martinez, Jesus Rivas, Thomasinia Ortiz-Gallegos, Ian Williamson, and Maria Sena

Zoom: Margaret Gonzales and Reyna Alvizo

I. Review and Approve 2018-2019 Retention Plan

- Edward indicated to the committee that he would like to take comments, suggestions, and changes for the Retention Plan. He will then incorporate their comments, changes, etc. He would like for committee to allow him to finalize and provide an approval during this meeting to post it on the NMHU website.
- Retention Plan needs to be finalized and posted. Once plan is posted, Faculty Senate will have access to it to review, and finally endorse the Strategic Enrollment Management Plan.
- Once the SEM Plan receives the endorsement from the faculty, then Edward will take it to the Board of Regents for approval.
- Edward requested any changes or addition to the plan.
- Committee reviewed the Retention Council Charter
  - Committee agreed that charter should be enforced.
  - Charter states that after two unexcused absences, they will be removed from committee.
- Committee member requested that the plan have reference to a diverse community, and a sense of belonging indicating an inclusive and supported campus.
- After lengthy discussion, committee suggested having an executive summary to summarize the plan. This will make it easier for individuals to obtain a high level overview.
  - Graphs will be included for key demographics including first-time freshmen and transfers.
  - Summary will be a two to three page overview which will only include key areas.
- Edward made a motion to approve the Retention Advisory Plan.
  - a. Kimberly Blea motioned
  - b. Lee Allard second
  - c. Motion carried

II. Committee Member Attendance

- Committee reviewed the committee members list.
- Committee agreed that an email asking members to commit to committee will be sent to all committee members. Members will be given the chance to state if they will participate or not participate. Email will include that committee will be enforcing 2 unexcused absence.
Present: Leon Bustos, Rebecca Moore, Jesus Rivas, Lee Allard, Thomasinia Ortiz-Gallegos, Benito Pacheco, Edward Martinez, and Maria Sena

Zoom: Kristen Olds, Buddy Rivera, Reyna Montano, and Kimberly Blea

I. Reviewed and Discussed the Spring 2019 Data with Committee
   • Edward has obtained retention numbers from the OIER Office.
   • Fall 2017 cohort fall to spring retention was 90.9%.
   • Fall 2018 cohort fall to spring retention is 91.6%.
   • Edward indicated students that graduated in the fall are counted as retained.
   • Returning students- Fall 2017 cohort - 286 students or 75.5%.
   • Returning students - Fall 2018 cohort - 295 students or 74.2%.
     ▪ Both degree seeking and non-degree seeking students are included in this cohort for returning students.
   • New freshmen students - Fall 2017 spring retention was 74.8%.
   • New freshmen students - Fall 2108 spring retention is 76.9%.
   • New graduate students - Fall 17 retention was 91%.
   • New graduate students - Fall 18 retention is 90.9%.
   • New transfer students - Fall 17 retention was 84.5%.
   • New transfer students - Fall 18 retention is 79.3%.
     ▪ Retention for new transfers has dropped about 4 percentage points.
     ▪ The university had a higher transfer students without associates degree then prior term.
     ▪ Fall 18 transfer students included a lot of football athletes.
   • Final Numbers are Fall 17- 87.3% retention; Fall 18 - 86.8%; Retention dropped about .5%.
   • Committee member indicated that the retention of students could have been because of the new SAP Policy. One factor is that students receive a warning semester.
   • Fall 2018 will be the cohort that HLC will be reviewing.
   • Committee agreed that additional resources are needed for transfer students.
   • Committee member indicated that 76 students cancelled their spring housing contract. Twenty-nine students indicated that they were cancelling because they were going to another university or college.
   • Committee agreed that university needs to find a better way to separate students on the list. Sixteen students on the current list was taking audit classes. We need to exclude dual credit students, non-degree seeking students, etc.
   • Committee member stated at their office has processed 123 retro add petitions. However, these petitions are not counted because data is only collected on census date for IPEDS report.
   • As of the January 16th, first day of class, 605 continuing students had not registered. Of those 605 students, 134 were non-degree seeking, 285 student had balance, and 185 did not have balance.
   • Committee reviewed data by student type. Continuing students dropped 7.9% from Spring 18; returning students had a 13% drop; first-time freshmen increased by 25%; new graduate
students had an 18% dropped; dual credit had a 28% drop; and transfer students had an increase of 2.9%.

- 658 new students showed up for the spring; we graduated 250. This indicates that new students are replacing the students that are graduating.

II. Review and Approve 2018-19 Retention Plan Executive Summary

- Edward incorporated Lee and Buddy’s comments on the summary.
- Mislabeled tables and graphs were corrected.
- Last paragraph - required orientation for new students. Website states that orientation is required for all new students. An orientation for new student is highly encouraged but not required. After discussion, committee agreed to leave the wording the way it is.
- Committee recommended that formatting on the charts be changed.
- Table 2 - Frist time has two T.
- Historical is misspelled in table.
- Table 3 - not capitalized.
- Table 8 - historical not capitalized.
- Figures and tables; should all be figures change the word table to figures.
- Table 12 & 13 not bolded.
- Table 8 needs to be underlined.
- Table 13 - Label graph A and Graph B.

III. Approval of Plan - motion was made to approval Executive Summary after changes are made.

- Buddy motioned to approve with corrections.
- Benito and Leon second the motion.
- Motion carried.