

**Persistence and Completion Academy**  
**July 13, 2020**  
**3:00-4:00 p.m., via Zoom**  
**<https://nmhu.zoom.us/j/681365414>**

**Minutes**

Attendance: Kimberly Blea, Lauren Fath, Leon Bustos, Ian Williamson, Lee Allard, Benito Pacheco, and Caroline Montoya

I. Enrollment Updates

- Lee shared the enrollment report. He stated that we improved a little bit. We are down about 15% from last year. The transfer student enrollment looks alot better. FTF is still down 47% down from last year. Slowly making progress.
- Undergraduate enrollment is still lagging behind. COVID19 and registration starting a month later are issues that can have slowed enrollment.
- Benito indicated that the Student Success Center had a busy week last week. Athletes, if sports are cancelled, might be a big issue.
- Benito stated that the Admissions Office has 300-350 students in our admissions funnel and a plan is in place to get them admitted. He stated that all universities in New Mexico are going online. This will be a disadvantage. Students can now enroll for online courses and attend UNM, Eastern, etc. Online will favor bigger universities.
- Benito indicated that there could be a big enrollment jump with dual credit if high schools go online.
- Kimberly indicated that the on Thursday, RMAC will determine how fall sports will look like. Many student athletes still might be on campus and taking courses online. University will need to determine how students will come on to campus and determine if these students are required to quarantine. Conner Hall will be used to house athletes.

II. Project Outcomes Presentation-Benito

- Benito shared data for committee to view. He states that it is hard to monitor student contact because university stopped using Tutor Trac at middle of semester. He states that his office is using data measurement based off of degree audit notes. He stated that more information and data will be presented in the next meeting.
- Benito shared retention rate for FTF of 47.6%. Last year it was 55.7%. Prior to census it was 62%. All things considered it is not terrible. He would like to be above 50% when fall semester starts.

III. Tutor Trac Meeting Update-Benito

- Kimberly stated that Benito was going to get meeting together to determine issues and determine a plan.
- Benito indicated that some locations don't have staffing available to check in students. He stated that a standardized set up that is user friendly. If set up in not in convenient location, then it needs to be put in convenient location. Benito indicated that a refresher training needs to be provided to staff that use Tutor Trac. Benito also indicated that the cyber attack caused issues and those systems went offline and never came back online.
- Benito indicated that it should be a priority for the institution.
- Benito states that a plan for Fall 20 needs to be in place to record contact with students.

- Benito will schedule a meeting with ITS to develop strategy. ITS needs to be aware that Tutor Trac is a priority. After meeting with ITS, then a meeting with all parties that use Tutor Trac will be held prior to the fall semester.

IV. Next P&C Academy Report-Due date?

- Kimberly has reviewed the collaboration network and no date was provided. Kimberly reached out to Susan Woods and has yet to hear back from her. Kimberly looked at prior years and last year the report was submitted in July. She states that no notification was received from them and everything on their website states we are on track.

V. Other

- Virtual Orientation
  - Benito indicated that it should be up and going by this Friday. He indicated that there are 12 to 14 blocks that could be intergraded with communication. They are starting with six blocks and can increase when needed.
- Next Meeting
  - Regular updates