

June 17, 2015

**Meeting Minutes**: Retention and Student Success Committee

**Minutes Submitted by**: Casey Martin and Grace Osborne

This meeting of the Retention and Student Success Committee was held at 4:00 p.m. on Wednesday, 17th, 2015, in the red conference room of the Conference Center, Room 261.

**Members Present**: Casey Martin, Grace Osborne, Dr. Denise Robledo, Dr. John Spencer, Dr. Jim Bullock, Tammi McKinnon, and Veronda Tatum
**Guests Attending**: None

1. Call to Order:

Meeting was called to order by Casey Martin at 4:02 p.m. There was a quorum of members present.

1. Review and approval of minutes from April meeting:

Casey Martin requested that the committee forgo a formal reading of the minutes and polled the committee for any corrections. With no corrections being offered, Dr. Spencer made a motion to approve the minutes as is and Dr. Robledo seconded. Motion was passed to approve the minutes as written.

1. Old Business:
	1. Business and Technology Division clarification and representative:

Dean Roomsburg was contacted and asked to confirm his division’s official title which is ‘Business and Information Technology’. In addition, Judy Ward volunteered to serve as a member of the RSS Committee to represent the Business and Information Technology Division.

* 1. Probation form:

Dr. Spencer stated that the early alert probation form had been updated by Heather Smith and that the advisors have been using the updated form. He reported that it seemed to be working quite well.

1. New Business:

Retention Plan: Dr. Bullock gave an overview of the retention plan. The committee discussed and agreed that the current Retention Plan should be used as a base for the RSS committee members to brainstorm over, answer questions, and come up with additional ideas and goals. The revised plan should state what has been accomplished, what has yet to be done, what ideas can be eliminated because they have been tried and did not work, and what new goals need to be accomplished.

1. Announcements:

Next meeting is scheduled for Wednesday, July 15th, 2015, at 4:00 p.m.

1. Review of Action Items:

Committee members will review the eight programs listed in the retention plan and brainstorm as to what ideas may need to be added, deleted, and/or amended. Casey Martin volunteered to sort the current ‘Responsibilities of the Various Stakeholders’ information into the most appropriate of the current 8 ‘Proven Programs’ to bring to the next meeting for review.

1. Adjournment:

The committee adjourned at 5:00 p.m.