



**El Paso  
Community  
College**

**Division  
Meeting**

**Location:** TM Foyer  
**Date:** January 17<sup>th</sup>, 2019  
**Time:** 6:00 pm  
**Facilitators:** Ms. Ramirez, Mr. Perales,  
Mr. Aguilar & Dean Webb

## **Agenda Items**

<b>Welcome &amp; Introductions</b>	Happy New Year and celebrate the 50 <sup>th</sup> Anniversary of the College!
<b>Guest Speakers &amp; Master Planning</b>	Updates
<b>Packets</b>	Please see your packets presented to you upon sign-in for more information.
<b>Session Activities</b>	Sessions 1 through 4
<b>Adjournment</b>	Discuss any other issues or concerns prior to adjourning.

### **Additional information**

Please refer to the Division Handbook to note important deadlines that will keep you out of Dean Webb's office and in good graces! Additional information presented in the Handbook can answer many questions, so please refer to it throughout the semester. Note takers from the session—please hand in your Note Taker Packets to the Check-In Table to Ms. Brenda Saucedo.

## Webb, Ernest R.

---

**From:** Webb, Ernest R.  
**Sent:** Thursday, January 17, 2019 3:27 PM  
**To:** Saucedo, Brenda D.  
**Cc:** Garcia, Laura  
**Subject:** Session Captions for tables Spring 2019 Division Meeting

Narrative—

### Session One

Happy New Year and Welcome to the Division Meeting!

Tonight, you will be working together in your groups in continued exploration of the topic of Retention and Engagement Strategies—this time as both a recap from what you each observed over the course of the Fall Semester and a focus on what we, together, can achieve as a Division in support of our students. During Session One, please take some time to get to know your table mates, what disciplines they teach in and learn a little bit about each other. **Session One will last 5 minutes.**

### Session Two

Session Two revolves around furthering your connections as instructors and sharing what you observed over the course of last semester in terms of the retention and engagement efforts you performed. We have pre-selected a note take for each of the tables and they have been provided a packet that will help guide your conversations. Additionally, your hosts for the Division Meeting tonight will come by and help guide the conversation with shared references from our current efforts toward creating Compendium II (to be shared with each of you in the Fall Division Meeting). For now, please review the information provided to your table's selected Note Taker, share information and learn about what worked and what might have worked better from last semester! **Session two will last 15 minutes.**

### Session Three

Session Three turns the focus of tonight's discussions toward our collective efforts as a Division toward Student Retention and Engagement. A couple of things to keep in mind as you brainstorm with each other—

- Ideas need to be feasible (keeping in mind that these efforts will require a collective effort from all parts of the Division)
- Money, money, money and how much can we afford? While we don't want to place a cap on any idea, we need to be mindful that budgets are limited so please keep costs in mind as you pursue this topic.
- Timelines—sometimes time is worth more than money so please consider when events should take place to both maximize the effort while minimizing the impact on class/instructor schedules.
- Interest—we want to make sure that the ideas that we come up with capture the attention of our students and encourage them to become more engaged
- Measurable—under ideal conditions, we want to be able to measure our efforts, so please give some thought as to how your ideas might be measured and make suggestions toward that effort

Please select a representative to capture the ideas your table produces and documents them on the provided large Padfolios and easels at each of your tables. Note—this person does not have to be the note taker from session two. **Session Three will last 10 minutes.**

### Session Four

Session Four centers around surveys that are similar to last semesters end of Division Meeting surveys. Note that there are differences and that your anonymity is retained while sharing information on the surveys. **Session Four will last 5 minutes**

**Reminder**—even though our discussions tonight are centering predominantly around what we as a Division want to do collectively toward student retention and engagement, the expectation is that each of us will continue to strive toward improving our individual retention and engagement efforts within each of our classes. Please continue to build off your individual efforts as well as the three interactions we identified in the Fall. Those three include the following—

- 1. Create opportunity for one-to-one engagement between instructors and students.**
- 2. Let students have a voice in class.**
- 3. Meet with students on an individual basis outside of class so that they can discuss not only the class but other topics that may impact their success both in and outside of the classroom.**

**Adjournment**

Have a great semester!!!

Dean Richard Webb  
Division of Math, Science and Career & Technical Education  
Transmountain Campus  
El Paso Community College  
Academic Services Center  
Office—831-5051; 831-1301  
FAX—831-5020; 831-1306