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## Student Preparation and Success Council Meeting Notes- Oct 3, 2011

**Attendance:**

▫ Audrey Yamagata-Noji, ▫ Eric Kaljumagi, ▫ Kristina Allende, ▫ George Bradshaw, ▫ Susan Wright, ▫ Matt Judd, ▫ Tom Mauch, ▫ Jim Ocampo, ▫ Micol Christopher, ▫ Alina Hernandez, ▫ Glenda Bro, ▫ LeAnn Garrett, Edgar Soto

**Guest:** Juan Carlos Astorga, Student Equity, Co-Chair,

**Absent:** Richard McGowan, Alex Mendoza, David Castanenda

Item	Agenda Topic	Discussion	Outcome
1.0	Minutes of Sept 19, 2011		Approved with corrections.
2.0	Introductions	Edgar Soto, student representative, was introduced to the Council.	Informational
3.0	Sharing of Information Audrey	The Council received a report provided by Heidi Lockhart, on 2010-11 CSU and UC Transfer statistics for Mt. SAC. The following statistics were shared: <ul style="list-style-type: none"> <li>• UCs – Mt. SAC transfers increased by nearly 25% from 318 in 2009-10 to 396 in 2010-11.</li> <li>• CSUs – Mt. SAC transfer increased by nearly 78% from 759 in 2009-10 (when there were no mid-year transfers, hence the huge increase of 1350 in 2010-11).</li> </ul>	Informational
4.0	<b>Reports from Committees</b>		
	Assessment- Jim Ocampo	The Committee discussed the following: <ul style="list-style-type: none"> <li>• Content Review advising verses hard prerequisites.</li> <li>• Common Assessment – There was a question as to whether common assessment would be mandatory. The Chancellor's Office has subsequently assured that it will remain optional.</li> <li>• Discussion on the lack of non-credit ESL assessments.</li> <li>• Discussion about the use of advisory prerequisites.</li> </ul>	Informational
	Student Equity – Juan Carlos	No report	
	Basic Skills – Glenda	Glenda reported on the following: <ul style="list-style-type: none"> <li>• The Basic Skills Action Plan that is due October 10, 2011,</li> </ul>	It was recommended to vet a rubric that is preapproved



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		<p>was reviewed by the committee. The Plan and the budget were sent directly to the Academic Senate, bypassing the Council due to the time frame. Eric stated that Glenda did an excellent job guiding the action plan through the Senate.</p> <ul style="list-style-type: none"> <li>• Budget Plan-\$1.9 million allocation is sorted into general categories.</li> <li>• Glenda reported that Mark Wade Lieu at the Chancellor's Office will be reviewing reports from all colleges.</li> </ul>	<p>or a prioritization process in advance of knowing the allocation.</p> <p>Glenda will bring back a detailed budget from 2010-11 to include: 1) a general overview and 2) itemized expenditures.</p>
5.0	<b>New Issues</b>		
a.	Proposed Change to AP 4225 "Course Repetition and Withdrawals	<p>The Council reviewed the proposed changes drafted by Eric. The following was discussed:</p> <ul style="list-style-type: none"> <li>• AP 5075 and AP 4225 had different percentages. It is recommended that AP 4225 be amended as per AP 5075 regarding 30% for short-term courses and first four weeks of a 16-week course.</li> <li>• Need to clarify the terms – "repeatable courses", "repeatability", course repetition for substandard grades/withdrawals" and "total enrollments."</li> </ul>	<p>The Council appointed a task force: Audrey, Matt, George, Alina, and Edgar Soto (student) to work on the following:</p> <ul style="list-style-type: none"> <li>• Review the proposed language against the Title 5 language.</li> <li>• Develop and distribute a communication plan to inform students and others of the changes immediately.</li> <li>• Develop catalog language.</li> <li>• Provide recommendation/s to the Council.</li> </ul>
b.	Statewide Academic Senate Spring Session Resolutions:	<p>5.02 Incentives to encourage effective student behaviors for success: What is the incentive? Consideration of priority registration?</p> <p>5.05 Oppose potential permanent elimination of categorical funding</p> <p>8.01 Clarify the role of advisors and paraprofessionals in counseling – What should the role of non-counseling faculty be with regard to</p>	<p>The Council recommended the following:</p> <ul style="list-style-type: none"> <li>• Refer the incentive to the group working on the Student Success Plan – Achievement of Student's Own Goals</li> <li>• This resolution is not a priority by Academic Senate</li> <li>• Tom and Alina will share with the Counselors</li> </ul>



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		<p>advising students? Tom mentioned the need to clarify the role of advisors versus counselors.</p> <p>15.01 Reciprocity for TMC (Transfer Model Curricula) courses in Associate Degrees for transfer: CID has automatic reciprocity. Eric believes this will take care of itself.</p> <p>18.02 Drop/Withdrawal Policies: Request for local Senates to develop local policies to provide feedback to students sooner and withdrawal dates no later than half-way through the course. Mt. SAC's withdrawal date is 60% and we do allow late withdrawals by petition. Counseling has developed the intervention plan but is still waiting for assistance from IT to implement their Early Alert and their Intervention.</p> <p>18.03 Collecting drop/withdrawal data: Problem is that this process is automated. If we programmed a short questionnaire prior to dropping students, then pre-formatted questions should be developed. There is concern over how valuable the information will be. However, by having students review the potential reasons/questions for their dropping, it may cause them to think about their actions. Questions to be discussed: What does the college have control over and what doesn't the college have control over? Data will be interesting and useful, but is it a priority?</p> <p>18.05 Limiting Repetitions and "Ws: We are already working on these recommendations (providing guidance on probation, strategies for student success and informing students of consequences). George</p>	<p>and report back at a future meeting.</p> <ul style="list-style-type: none"> <li>• The Council agreed to wait and see if CID resolves this.</li> <li>• Eric and Richard will ask the Academic Senate to develop a resolution to establish this as a higher priority, especially in light of the change in the course repetition policy.</li> <li>• Counseling to pursue reviewing other automated systems and report back at a future meeting</li> <li>• Add this resolution to the list of requests to IT, but make Early Alert programming a higher priority than this one.</li> <li>• Look into having Natural Sciences faculty have students print their academic transcripts and check to see their progress and their numbers</li> </ul>



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		pointed out that helping students to know their current status of repetition of courses is more helpful than just telling them about the potential impact on them about this policy.	<p>of repeats.</p> <ul style="list-style-type: none"> <li>• Have a “click on this” on the student portal for them to see their academic records.</li> <li>• Matt will take above recommendations to Instruction to see about having faculty get the word out to students beginning with this fall semester and provide an update at a future meeting.</li> </ul>
6.0	<b>Ongoing Issues:</b>		
a.	Counseling Intervention Plan-Alina	<p>The Council reviewed the original plan developed by Silver dated 11/16/10. Alina reported that the committee has met twice since the fall semester and has focused on the following:</p> <ul style="list-style-type: none"> <li>• Research achievement factors and the development of an assessment instrument.</li> <li>• Contacting Math faculty to obtain feedback regarding the process outline. (Alina will be meeting with three faculty from the Math department)</li> <li>• Obtain IT's support.</li> <li>• Obtain the support of the counseling faculty to implement the intervention process.</li> <li>• The committee suggested changes to the first tier of the intervention plan.</li> </ul>	<p>The Council recommended the following:</p> <ul style="list-style-type: none"> <li>• Alina provide an update on the outcome of her meeting with the Math faculty at the next meeting.</li> <li>• The committee to consider tying this to the statewide Senate Resolution 18.02 Drop/Withdrawal Policies.</li> </ul>
b.	Misconduct & Grievance Report-Audrey	<p>Audrey distributed the Misconduct and Grievance report for 2010-11 created by Student Life and Carolyn Keys, Dean of Student Services regarding cases related to: Misconduct, Discipline, and Suspensions Academic Dishonesty Non-Academic Misconduct</p>	Informational



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c.	Graduation/Certificate Rates-Audrey	The Council received copies of the following: <ul style="list-style-type: none"><li>• Certificate Snapshot Report</li><li>• Graduation Snapshot Report</li></ul>	Council members are to review and be prepared to discuss at the next meeting.
d.	Student Success Teams-Audrey	Tabled	
7.0	<b>Next meeting :</b> <b>Next meeting on October 17, 2011</b>		