Student Preparation and Success Council – Meeting Minutes
September 17, 2012
9B-Student Services Center- Ragan Room

Members

_ Audrey Yamagata-Noji (Co-Chair)   _ Daniel Smith (Co-Chair)   _ Eric Kaljumagi   _ Kristina Allende   _ George Bradshaw
_ Micol Christopher   _Alina Hernandez   _ Linda Diaz   _ Matt Judd   _Susan Wright
_ Jim Ocampo   _Tom Mauch   _Glenda Bro   _ Dennis Lee   _Jessica Chang

Absent: LeAnn Garrett

Guests: Grace Hanson, Director, DSPS; Don Potter, Manager, DHH;

Item	Agenda Topic	Status	Meeting Outcome
1.0	Review Agenda & Minutes from June 4, 2012 Meeting		Tabled until next meeting.
2.0	Introductions:	The Council members introduced themselves. The following are the new members: • Daniel Smith, Co-Chair • Dennis Lee, Student • Jessica Chang, Student	
3.0	Information Sharing: Audrey Daniel	Dan shared that the President requested that this council disseminate the Student Success Plan and a joint letter be developed to all of the named committees and departments. Eric suggested that the letter come from Dan and Audrey as co-chairs.	Informational
4.0	**Action Items**		
a.	Received Basic Skills End of Year Report for 2012 - Glenda	Glenda reviewed the Basic Skills Allocation End-of-Year Expenditure Report and Long-Term Goals for ESL/Basic Skills. She explained that the Basic Skills Committee develops these reports, sends them to SP&S and then to the Academic Senate for approval. Glenda explained that the report	Approved by acclamation.

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		forms/templates are sent at the end of June and are due to the Chancellor's office by October 10, 2012. Unfortunately, their committee's first meeting wasn't until last week, this report was finalized this past Thursday, and it will need to go to the Academic Senate this Thursday. We will be at least 1 day late in submitting the report. The End-of-Year Expenditure Report shows the categories in which the $1,259,298 was spent for the period of 7/1/09 through 6/30/12. We are allowed to roll over for 2 years any money that is not spent. This report needs to show the prior 2 years since 2009-10. Our annual allocation from the state is $1,128,434. This year we will have approximately $225,000 remaining – as part of a plan to maintain a small budget reserve from year to year. This is necessary due to the fact that there are some salaries charged to Basic Skills. Alina asked about potential expenditures for "course articulation/alignment of the curriculum." The Committee was required to come up with Long-Term Goals. They developed 2: **[A]** Beginning 2012-13, increase by 2% annually the percentage of basic skills students who participate in basic skills funded interventions that have demonstrated increased student success. *Promote and support basic skills tutoring services on campus. Develop an innovative, comprehensive program for a majority of first year students that includes early advisement, orientation, assessment, proactive counseling, intervention, and targeted student support services.* This activity addresses basic skills in that the majority of students entering the college are classified as basic skills students. **[B]** The successful progression rate of basic skills students will	

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		increase 5% over the 2009-10 baseline over the next five years. *Track the success and persistence of basic skills students.* Three activities were developed to address these 2 goals (shown in italics above). The second goal (B) parallels the Mt. SAC Student Success Plan. They will look at other activities; follow up with students and research guidelines. "Successful progression" can be defined locally. We know that we are losing a lot of students in a sequence of courses who do not progress to the next level. Eric pointed out the need to clarify the 3rd activity as relating to basic skills due to potential over-lap with other committees. All proposals that were approved for funding last Spring continue to be funded.	
5.0	**Ongoing Issues:**		
a	AP 4225 – Course Repetition and Withdrawal – Audrey/Eric		Tabled to the next meeting.
b.	AP 5075 – Course Adds and Drops – Audrey/Eric		Tabled to the next meeting.
c.	AP 5142 – Student with Disabilities – Accessibility of Audiovisual Instructional Material: Captioning	The Council discussed the following: • The difference between audio & captioning. Audio description is for blind students and captioning is for hearing impaired. • Faculty concerned about not having to turn on captions when there is no accommodations letter. • Dan brought up "audio visual" versus "multimedia". 508 uses "multimedia" so the document should use that term throughout. He also suggested that the terminology from Sect. 508 be used in both APs wherever possible. • "All videos shown for instructional use must be shown with captions on." Not all Senators are in agreement with being required to turn	Clarify citations – Add AP 5140. The Council UNANIMOUSLY recommended this sentence: "Multimedia used for instruction must have captions, regardless of whether the captions are turned on." For the next meeting, we will have the mark-up versions of AP 3450

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		captions on if they have not been presented with an accommodations request. Other scenarios were discussed: • Address an immediate (on the spot) request for captioning, especially for students who are not DSPS students and are not aware of how to request accommodations. • Address students who have not yet registered and been approved for the accommodation by DSPS. "Videos that are not captioned should not be used in the event that an immediate (spontaneous) request is made for captions to be turned on." We have been out of compliance for years on the issue of captioning. This is a controversial issue for the Senate. "If not now, when?" was discussed due to the long delay in moving this forward. Many expressed the opinion that the right thing to do is to always have the captions on. Previously, at Senate, there was an argument that it wasn't the law. Eric asked about case law pertaining to this requirement. Discussion ensued on the drawbacks of having the captions on – they can be distracting. It was also asserted that if you are not reading them, the distraction goes away. Don contacted the Chancellor's Office and the CA Disability Law Center. He was given the response that the need of deaf individuals takes precedence over those who are distracted by the accommodation. The department of DSP&S is trying to abide by the law yet be respectful of	and AP 5142 showing the changes made and approved September 17, 2012 as well as 2 recommendations for language for AP5142 based on whether to require captions to be turned on or not.

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		faculty concerns. Our student representatives spoke about using captions for English language learners to increase their comprehension.	
d.	AP 3450 – Accessibility of Audiovisual Media - Captioning	The following are suggested changes to the AP: • Citation/reference: This change was recommended to make it clearer. AP 5140 and AP 5142 are missing as a citation. • Another section was added to clarify what is contained in Section 508. (Separate clause) • and an advisory to the college that all videos should be shown with the captions turned on… • "Uncaptioned videos should not be used at the college or posted on a college website." This is an attempt to clarify the difference between having the videos captioned versus not having them turned on. Eric asked why we are ignoring "descriptive audio." "Used at the college"—means that all videos must be captioned. Dan brought up the exceptions to captioning requirements noted in Sect. 508, such as raw videotaped footage (because that is not considered a "production"). Discussion: Retain a sentence regarding "training and informational" to be used to clarify the requirements? Our goal as a college is to have a least restricted environment. "Captioned videos must be used if posted on the college's public website." Why not "Video and other multimedia must be captioned if shown on the college's public web site."	**The Council recommended the following edits:** • "The owner of the original video retains ownership." Change to read "retains their original copy." • "College employees may request that their division/department purchase a captioned version of the video" will remain and not be struck. • Need to add "The captioned copy of the video will be owned and retained by the College" needs to be added to AP 5142. • Move "Under no circumstances …" to the new, revised section related to Section 508. **The Council UNANIMOUSLY recommended the sentences**

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			below: "Videos must have captions to be used at the college for general campus viewing, including the college's general public website. **The Council agreed to:** remove/strike: "College personnel are advised to show…" **The Council UNANIMOUSLY recommended the sentences below:** "All videos shown for general campus/ community use must be shown with captions on. **The Council recommended—to substitute the word "other" (see below)** "College employees who produce their own videos must include captions before requiring OTHER students to view it." **The Council recommended add the following language back into**

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			the AP: "Resources for the Loan of Captioned Media…"
6.0	**Reports from Committees** ➢ Assessment & Matriculation – Jim Ocampo ➢ Student Equity – Juan Carlos Astorga/Phil Maynard ➢ Basic Skills – Glenda Bro -Minutes – 5/14/2012 & 6/7/2012		Tabled to the next meeting.
7.0	**Pending Issues carried over to 2012-13**		
a.	Mt. SAC Student Success Plan – Audrey/Eric		Tabled to the next meeting.
b.	High School Assessment Pilot Testing at Mt. SAC-Audrey		
c.	AP 5055 – Enrollment Priorities - Audrey		Tabled to the next meeting.
d.	Counseling Intervention Plan – Alina/Tom		Tabled to the next meeting.
e.	Academic Integrity and Cheating Task Force and AP 4290 – Academic Honesty		Tabled to the next meeting.

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	– Eric		
f.	Captioning Task Force for prioritization of captioning -Eric		Tabled to the next meeting.
g.	CCSSE: Engagement Analysis – Audrey		Tabled to the next meeting.
h.	2011 Freshman Survey - Audrey		Tabled to the next meeting.
8.0	**New Issues:**		
a.	College Committee Webpage Redesign		Tabled to the next meeting.
9.0	***Tentative Agenda for next meeting: October 1, 2012***	• AP 3450 & AP 5142 – final approval prior to sending forward to the Senate. • AP 4225 and AP 5075	