



Student Preparation and Success Council – Meeting Minutes  
 October 1, 2012  
 9B-Student Services Center- Ragan Room

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Members

- |                                   |                           |                   |                    |                 |
|-----------------------------------|---------------------------|-------------------|--------------------|-----------------|
| ▫ Audrey Yamagata-Noji (Co-Chair) | ▫ Daniel Smith (Co-Chair) | ▫ Eric Kaljumagi  | ▫ Kristina Allende | ▫ Tom Mauch     |
| ▫ George Bradshaw                 | ▫ Matt Judd               | ▫ Susan Wright    | ▫ Jim Ocampo       | ▫ LeAnn Garrett |
| ▫ Micol Christopher               | ▫ Glenda Bro              | ▫ Alina Hernandez | ▫ Linda Diaz       | ▫ Dennis Lee    |
| ▫ Jessica Zhang                   | Guest: Grace Hanson       |                   |                    |                 |

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
1.0	Review Agenda & Minutes from June 4 & Sept 17, 2012 Meeting		Approved as presented
2.0	Information Sharing: Audrey:  Daniel:	SB 1456 signed by the Governor.  Memo from Mark Fernandez regarding the updating of our council's website.	Informational
3.0	<b>Ongoing Issues:</b>		
a.	AP 5142 – Student with Disabilities – Accessibility of Audiovisual Instructional Material: Captioning	<p>The following are 2 options to voted on:</p> <ul style="list-style-type: none"> <li>• Classroom faculty and staff using multimedia for instructional purposes must have captions on in order to be in compliance with Section 508.</li> <li>• Classroom faculty and staff using multimedia for instructional purposes are advised to have the captions turned on in order to be in compliance with Section 508.</li> </ul> <p>Discussion: The statement “in order to be in compliance with section 508.” can be removed.            Interpretation of 508 states: we must have the capability of captions, the question is whether we are requiring or advising the captions to</p>	<p><b>2 separate actions</b></p> <p><b>I. Change the phrasing and order of the language to read:</b>  <b>A) “Multimedia used for instruction must have captions regardless of whether the captions are turned on.</b>  <b>C) Classroom faculty and staff using multimedia for instructional purposes must have captions <u>turned on in order to be in compliance with Section 508.</u></b></p>



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		<p>be turned on. If the law doesn't say captions have to be turned on, neither option would need to be turned on. Eric suggested that neither option be included. A straw poll was conducted: Turned on: 14 Option of the professor: 2</p> <p>The Council believes that we have an obligation to present our recommendation to the Senate. Eric shared that some faculty do not want to follow the law but also don't want to have additional restrictions placed on them. Glenda shared that the Senate also wanted clarification as to what the law said.</p> <p>Discussion: Council discussed whether to keep out the sentence related to Ed Code and federal law when a student presents an accommodations letter. Is this redundant? Or is it helpful for clarification. Does this hinder the passage of this AP? Would an accommodations letter be necessary if the college standard is to have the captions turned on. The concern is that not all the faculty will know about the AP and will follow it.</p> <p>Dan suggested "Students requiring captioning of multimedia instructional materials <u>should</u>:" [#s 1-4] and strike "politely" from #s 3 and 4. Where to place: "Student produced videos, for a professor-assigned grade do not need to be captioned."</p>	<p>Move <b>B)</b> "Education Code and federal law provides that when a professor is in receipt of an accommodations letter which states the student is to receive captioning as an accommodation in the classroom, captions must be shown for all multimedia materials in the class.</p> <p><del>The captioned copy of the video will be owned and retained by the College.</del> Moved Linda, seconded Kristina. Vote: 11-1-1 <b><u>APPROVED</u></b></p> <p><b>Ila. Move the following to behind the statement "Education Code and federal law..."</b> <b><u>However</u></b>, student produced videos, for a professor-assigned grade do not need to be captioned." <b>IIb. Change the following as well:</b> "Students requiring captioning of</p>



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			<p>multimedia instructional materials <u>should:</u>" [#s 1-4] and strike "politely" from #s 3 and 4.</p> <p><del>Ilc. Strike: Captioning may be used at any time at the discretion of the professor even without an accommodations letter.</del></p> <p>Moved Kristina, seconded Alina; <b>UNANIMOUSLY APPROVED</b></p>
b.	AP 3450: Accessibility of Audiovisual Media-Captioning	The Council needed to approve: "Videos must have captions to be used at the college for general campus viewing, including the college's general public website. All videos shown for general campus/community use must be shown with captions on."	<b>APPROVED BY ACCLIMATION</b> to approve AP 3450 with changes from the September 17 meeting.
c.	AP 4225-Course Repetition and Withdrawal – Audrey/Eric	George clarified that the AP was previously written as a "one size fits all" and needed to be clarified based on the Attendance Accounting Manual. Primary term is the census date – beginning of the 3 <sup>rd</sup> week, but for short-term or intersessions it is based on 20%. The advice is to look on the student schedule receipt which shows the last days to drop. "Refund Deadline"; "Last Day to Drop Without a 'W'"; "Last Day to Drop With a 'W'". Discrepancy, unfortunately, is that the date shows a Monday but should probably show a Sunday since census is run early Monday morning. George explained that IT doesn't run census at a set time. The difficulty is if census is run Monday morning and a student goes to drop on Monday afternoon, is the student	<p>Bob Hughes will be invited to a SP&amp;S meeting to clarify the questions about census and the issues related to implementing the drop without a "W" to coincide with the census date. We will also want to clarify that messages, dates, and notification to students are accurate and clear.</p> <p>Dan moved to approve 4225 as is with the corrections shown, seconded by</p>



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		<p>permitted to drop without a “W”? The issue is: When should students be advised as to the exact date (and time) for which they could drop without a “W”. AND – if the student is still allowed to drop throughout that full day on that Monday, are we losing apportionment with census have already been run for those students who unknowingly drop after census.</p> <p>These 2 APs were returned by the Senate to SP&amp;S. Kristina pointed out that a student in the Fall semester for a Monday only class in which the second meeting is Labor Day, the student would have to drop without a “W” after only one class meeting.</p> <p>George pointed out that we also approved courses due to “Significant Lapse of Time” which is not in AP 4225. He also pointed out that the last sentence may not need to be under “Extenuating Circumstances” because the college process is that for all repetitions, the highest grade is recorded.</p> <p>Suggested changes to AP 4225 were reviewed – mostly related to the “two weeks” and “20%”.</p> <p>Eric’s concerns were more with implementation than the language in the AP. He doesn’t want the deadline to say “Monday” – or whatever day/date we give, so that the information is clear to students. Not opposed to the statement “the first two weeks.”</p>	<p>Alina, (not adding a bullet for “extenuating circumstances”). Micol suggested an amendment to the motion to include adding a bullet for “extenuating circumstances.” Dan removed his motion – the motion was tabled until the next meeting and to review AP 4288 – Significant Lapse of Time.</p>



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d.	AP 5075-Course Adds and Drops – Audrey/Eric	<p>The recommended changes were reviewed. Discussion continued about adding back in the sentence: “10. Adding classes after the course has met 20% ..... requires that a Petition for Exceptional Action be approved in addition to the Request for Late Add form.” Number 9 was amended to include the contents of number 10. Eric questioned the approval of the late add form – not fond of the word “approved” – “processed” is a better word. #6 under drops would need to be changed to “end of the 2<sup>nd</sup> week”.</p>	George and Eric will work on the language proposed for AP 5075.
4.0	<p><b><u>Reports from Committees</u></b></p> <ul style="list-style-type: none"> <li>➤ Assessment &amp; Matriculation – Jim Ocampo</li>   <li>➤ Student Equity – Juan Carlos Astorga/Phil Maynard</li> </ul>	<p><b><u>Assessment and Matriculation:</u></b> Jim reported the following:</p> <ul style="list-style-type: none"> <li>• Working on their goals for the year.</li> <li>• Working on placement satisfaction for approval of the assessment instruments.</li> <li>• READ 100 didn't meet the 75% threshold because 30% said they should have been placed higher – but there is nothing higher than READ 100.</li> <li>• Concern with AMLA 43 and AMLA 41 student satisfaction results. We might only get probationary approval – which is good for 2 years.</li> <li>• MDTP is also moving forward for approval – need consequential validity studies for the top 3 levels.</li> </ul> <p><b><u>Student Equity:</u></b> Juan Carlos reported the following:</p> <ul style="list-style-type: none"> <li>• Committee had discussion about reporting requirements by ethnicity and gender.</li> </ul>	Informational



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	<p>➤ Basic Skills – Glenda Bro -Review of Minutes – 5/14/2012, 6/7/2012</p>	<ul style="list-style-type: none"> <li>• Discussion on updating the Student Equity Plan based on the feedback from Flex Day.</li> <li>• JC and Phil will present the flex day presentation to the Council at another date.</li> <li>• Working on addressing the needs of LGBTQ—they have met with Lambda, the Student Health Center has a grant-funded project to develop “safe zones” for students. An issue is that there are no trans-gender restrooms available for students.</li> </ul> <p><u>Basic Skills:</u> Glenda reported that:</p> <ul style="list-style-type: none"> <li>• The next project is to update their proposal form and the rubric to match their 5 year goals.</li> <li>• Minutes were approved</li> </ul>	
5.0	<b><u>Pending Issues Carried over to 2012-13</u></b>		
a.	Mt. SAC Student Success Plan – Audrey/Eric	<p>Dan shared a draft memo to go out to the campus community regarding the Student Success Plan. This memo will inform the campus community about the plan and encourage responses by December 1.</p> <p>Audrey suggested that the Council host a meeting(s) with those who attended the Student Success Conference and those who are tasked with “governance direction” on the plan. The purpose of the meetings will be to make a presentation about the plan and to share what the Council tasked.</p>	The Council came to a consensus to move forward with the memo and to include invitations to the overview session(s).



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b.	High School Assessment Pilot Testing at Mt. SAC-Audrey	Tabled	
c.	AP 5055 – Enrollment Priorities - Audrey	Tabled	
d.	Counseling Intervention Plan – Alina/Tom	Tabled	
e.	Academic Integrity and Cheating Task Force and AP 4290 – Academic Honesty – Eric	Tabled	
f.	Captioning Task Force for prioritization of captioning -Eric	Tabled	
g.	CCSSE: Engagement Analysis – Audrey	Tabled	
h.	2011 Freshman Survey - Audrey	Tabled	
6.0	<u>New Issues:</u>		
a.	College Committee Webpage Redesign	(see item 2.0)	
7.0	<b><i>Set Agenda for next meeting: October 15, 2012</i></b>	AP 4225; AP 5075: AP 5078 Student Success Plan Review	