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**Student Preparation and Success Council – Meeting Minutes**  
**December 3, 2012**  
**9B-Student Services Center- Ragan Room**

**Members:**

- |                                   |                           |                  |                   |                   |
|-----------------------------------|---------------------------|------------------|-------------------|-------------------|
| ▫ Audrey Yamagata-Noji (Co-Chair) | ▫ Daniel Smith (Co-Chair) | ▫ Eric Kaljumagi | ▫ Tom Mauch       | ▫ George Bradshaw |
| ▫ Susan Wright                    | ▫ Micol Christopher       | ▫ Glenda Bro     | ▫ Alina Hernandez | ▫ Dennis Lee      |
| ▫ Jessica Zhang                   |                           |                  |                   |                   |

**Absent:** Kristina Allende, Matt Judd, Jim Ocampo, Linda Diaz, and Karina Maureira

**Guest:** Angel Luan, Counselor & Juan Carlos Astorga, Student Equity Co-chair, Silver Calzada, Faculty, Counseling

Item	Agenda Topic	Discussion	Recommendations
1.0	Review Agenda & Minutes from Nov 19 <sup>th</sup> Meeting	<ul style="list-style-type: none"> <li>Kristina</li> <li>AP 5055 discussion – change to Susan stated that <b>Non Credit</b> would like non credit students</li> <li>Academic Senate has a task force <b>to look at having priority registration within major fields of study.</b></li> <li>Hillary <b>Lackey</b></li> <li>Mt. SAC's demographics: 26 %</li> </ul>	Minutes approved with corrections.
2.0	Information Sharing: Audrey:  Daniel:	<ul style="list-style-type: none"> <li>Lucy invited SP&amp;S members to attend the webinar on the proposed Scorecard for Thursday, December 7<sup>th</sup>.</li> <li>Dan shared that he attended a Leadership Conference by the State Academic Senate. There was an enrollment management exercise. Senate leaders present decided that data-driven details with clear criteria, working in a small group will help best with enrollment management.</li> </ul>	Informational
3.0	<b>Ongoing Issues:</b>		



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a.	AP 5055 – Enrollment Priorities – Audrey/George/Tom/Daniel	<ul style="list-style-type: none"> <li>• Eric had prepared another version with a clean-up of typos, added “degree applicable” in front of units on the 3<sup>rd</sup> page (100 degree applicable units), appeals process needs to be developed (to be developed by Counseling)</li> <li>• Focus right now is on the messaging to students and decide whether to begin with a ‘soft’ implementation for Summer 2014 in advance of Fall 2014. The concern is that this implementation in Banner is a complete overhaul and we want to be sure it will run appropriately.</li> <li>• The consensus is to prepare one, generic message for all students.</li> <li>• Students who have completed 100 or more degree applicable units will receive a later registration priority date. The Council is recommending not including units from other colleges.</li> <li>• Discussion focused on whether to have a separate message for students on probation. The regulations do appear to specify a separate notice to students on probation.</li> <li>• Angel led a discussion on counseling interventions with students on probation. (Students do not have an “academic standing” until they have completed 12 units). Angel shared documents from counseling. Counseling is proposing that if students complete interventions, their original priority registration date can be restored.</li> <li>• Section (n) allows for an appeal due to significant academic improvement (e.g., if the student’s term GPA has improved but</li> </ul>	<p>Consensus to develop 2 separate messages.</p> <ul style="list-style-type: none"> <li>• Generic message for all students regarding the 100-unit limit.</li> <li>• Message to students on academic and/or progress probation not decided.</li> </ul> <p>Counseling asked to work on language to AP 5055 as well as a message to students based on their probation status.</p> <p>A winter work session on AP 5055 will be held for all SP&amp;S Council members who are able to make it.</p>



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		<p>the cumulative GPA has not yet cleared 2.00).</p> <ul style="list-style-type: none"> <li>• At the present time, the student who falls onto probation after the first semester has their registration date changed to the “last day of registration” held until they complete the online intervention. Students who are on probation for 2 consecutive semesters, are told to participate in a non-mandatory workshop. Regardless, they do NOT lose their registration priority. At the present time, we are more lenient for students on the 2<sup>nd</sup> term of probation. Counseling’s intent is to implement an intervention for the students on 2<sup>nd</sup> term of probation. The question is whether students would lose priority registration.</li> <li>• Should an “automatic appeals process” be created for students making improvement, but have not yet cleared their cumulative probationary status?</li> <li>• There are 2 pathways to consider:               <ol style="list-style-type: none"> <li>1) Develop an automatic appeals system for students showing progress</li> <li>2) Allow waivers for students on 2 consecutive semesters of probation who have participated in a counseling intervention.</li> </ol> </li> </ul>	
b.	AP 4290 – Academic Honesty – Dan Smith	<p>The following was reported:</p> <ul style="list-style-type: none"> <li>• The November 5<sup>th</sup> version of 4290 changed dramatically.</li> <li>• Carolyn Keys joined Matt, Eric and Dan to revamp it and Eric completed one more edit.</li> <li>• Catalog language was suggested.</li> </ul>	Dan suggested that we review this further at the March meeting.



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		<ul style="list-style-type: none"> <li>Once SP&amp;S acts on this, it will go both to President's Cabinet for review and to Academic Senate for approval.</li> </ul>	
c.	Counseling Intervention Plan – Alina & Angel	<p>Silver Calzada attended to make this presentation along with Alina. This is a follow-up from an Academic Senate resolution (2009-04) from 2010 regarding interventions for students from the new repeat policy. A Math 51 Counseling Intervention Pilot was conducted during Spring 2012. Three math professors and counselors participated. Counselors made presentations in Math 51 classes. There were no observable differences in pass rates or success in three Math 51 classes.</p> <p>The findings were that the majority of students did not access the resource provided – which was a “pass” to see a counselor without an appointment. They found that in one class, 7 of the 11 students receiving “F” grades had previously repeated the class. 59% passed with A, B, or C grades and 16% of students in this class received D and F grades. There was a confounding variable in one class that had a disproportionately high enrollment of DSPS students and student athletes. In class II, 37% of students received D and F grades with 5 of 13 students having taken Math 51 previously.</p> <p>Students needed to complete intake forms to enable the counselor to follow-up with the instructor. We do not have a lot of other data about the students who did not pass.</p>	The Counseling Department will research additional interventions for students who have recorded one or more repeats (“W”, “D” or “F”) including portal notices, pre-assessments, registration holds and will return to a future SP&S meeting to present their recommendations.



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		<p>Micol asked about the motivation/benefits that counselors presented to students. Alina explained they would share strategies to assist in successfully completing math. Juan Carlos suggesting the importance of connecting the student’s enrollment in the class with the student following through with counseling.</p> <p>Angel was the original author of this resolution and this pilot was an attempt to address the concerns expressed in the resolution.</p> <p>Eric shared that we seem to know what to do to help students to be successful (like Bridge). However, how do we address thousands of students who are repeating courses?</p> <p>Glenda shared a Basic Skills proposal called “Pathways to Transfer” to guarantee students’ enrollment in the next, successive course that will be linked to an LCOM class, LERN or COUN class. Either a tutor in the classroom or an SI will follow the students in the pathway. They will begin with 3 cohorts of English and 3 of math for the winter of 2014.</p> <p>Angel asked the faculty about their reaction to requiring students to have a signature prior to withdrawing from class. A concern that the drop date is so late in the term that it is too late for an intervention at that time.</p>	



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		Glenda shared that some colleges are requiring students to attend an intervention after 2 repeats of a class.  Consider some kind of communication after the first “W” or “D” or “F”.	
4.0	<b><u>New Issues:</u></b>		
a.	Best Practices for Student Feedback - Resolution 2012-XX - Dan	Eric reviewed this item and mentioned that some of this has already been completed (e.g., tutoring referrals). This resolution was developed to have a task force work on best practices to provide feedback to students.	Approved to forward the Resolution. Full Senate will view it in Spring and the Task Force will be appointed in March of 2013.
b.	AP 5010 – Admissions – Audrey/George/Tom	These items are all inter-connected and emanated from a recommendation from the League to the President. PAC has reviewed the item and has determined that this AP an academic and professional matter which is why it is now in SP&S.	Review in March 2013.
c.	BP 5010 – Admissions – Audrey/George/Tom		
d.	AP 5011 – Admission and Concurrent Enrollment of High School and Other Young Students – Audrey/George/Tom		
5.0	<b><u>Reports from Committees</u></b>		
a.	Assessment & Matriculation – Jim Ocampo	No report	
b.	Basic Skills – Glenda Bro	Proposals are due April 1. The new application form is based on the new 5-year goals.	Informational
c.	Student Equity – Juan Carlos Astorga/Phil Maynard	No formal report.	
6.0	<b><u>Pending Issues Carried over to 2012-13</u></b>		
a.	High School Assessment Pilot Testing at Mt. SAC-Audrey		Tabled



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b.	Captioning Task Force for prioritization of captioning -Eric		Tabled
c.	CCSSE: Engagement Analysis – Audrey		Tabled
d.	2011 Freshman Survey - Audrey		Tabled
7.0	<b>Set Agenda for next meeting: March 4, 2013</b>		