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Student Preparation and Success Council – Meeting Minutes
November 4, 2013
9B-Student Services Center- Ragan Room

Members

<u>X</u> Audrey Yamagata-Noji (Co-Chair)	<u>X</u> Daniel Smith (Co-Chair)	<u>X</u> Kristina Allende	<u>X</u> Tom Mauch	<u>X</u> George Bradshaw
<u>X</u> Matt Judd	<u>X</u> Jim Ocampo	<u>X</u> LeAnn Garrett	<u>X</u> Micol Christopher	<u>X</u> Linda Diaz
<u>X</u> Barbara Gonzalez	<u>X</u> Elisabeth King	<u>X</u> Kelsey Breland		

Guest: Juan Carlos Astorga, Student Equity Co-chair and Jason Chevalier, Academic Senate

Absent: Glenda Bro, Alina Hernandez, May Ochoa, and Eric Kaljumagi

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
1.0	Review Agenda & Minutes from Oct 21 st meeting	<p>The following were changes to the minutes:</p> <ul style="list-style-type: none"> • Barbara – page 3 – remove: <i>Linda stated that the A&R staff are reluctant to do this and normally forwards this determination to Pat Bower.</i> • Barbara – page 4 – change to “The department has readability information on textbooks in some disciplines.” Barbara provided information to demonstrate the particular textbooks and other information. • LeAnn – page 4 – “The new AATs cannot have additional, local requirements, including reading competency.” 	Action: Minutes approved unanimously with changes noted.
2.0	Information Sharing:	<ul style="list-style-type: none"> • Dan reported the following: Institutional Standards for Student Success – The New Task Force including successful course retention rate, number of degrees awarded, numbers of transfers, numbers of certificates awarded, etc. These are related 	Informational



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		<p>to ACCJC requirements and inform colleges in developing their own goals.</p> <ul style="list-style-type: none"> Audrey reported the following: The Student Equity Plan and SSSP Plan will both be due on October 17, 2014. Therefore, we will need to remain diligent in our work to complete these plans through our governance process in time to meet these deadlines. 	
3.0	<u>Reports from Committees</u>		
a.	Assessment & Matriculation – Jim Ocampo	<p>The following minutes were approved and distributed to the Council: <u>September 25, 2013</u></p> <p>The following was reported from the most recent meeting:</p> <ul style="list-style-type: none"> Review of AWE Rubric : inter-rater reliability review. Jim explained that placement is recommended by 2 readers. If there isn't agreement, it is read by a 3rd reader. There is an 82% inter-rater reliability from 2 readers. For the other 18%, the third reader will agree with one of the other 2 readers, making it 100% inter-rater reliability. There are no longer 4th and 5th readers. <p>Reading Requirements Issue: Jim reported that Eric suggested having a task force to address the SP&S recommendation (directive). This task force would take the following issues discussed at SP&S:</p>	<p><u>Clarification:</u> The committee is just to look at the re-test policy and the Reading Competency Test.</p>



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		<ul style="list-style-type: none"> • Having a comprehensive discussion regarding recommendations/feedback about the re-testing policy and to provide reading competency test data. <p>A representative of the reading department shared that the Senate was already organizing a task force on this topic.</p> <p>Kelsey, a student representative, shared her concern from a student's perspective. There are many students who do not know about the testing requirements and preparation information for placement testing. Tom explained the extensive work that High School Outreach is conducting to inform and prepare students for placement testing.</p>	
b.	Basic Skills – Glenda Bro	<p>The Council received the minutes:</p> <ul style="list-style-type: none"> • September 26, 2013 	No discussion
c.	Student Equity – Juan Carlos Astorga/Phil Maynard	<p>Juan Carlos reported that the October 28 meeting was cancelled because there was no quorum.</p> <p>The following was reported:</p> <ul style="list-style-type: none"> • Juan Carlos met with Barbara McNeice-Stallard, Eric and Dan regarding the upcoming deadline to review the Student Equity Plan and to have the document forwarded to the Council by May 2014 in order to move it forward to the Academic Senate. • The Statewide Academic Senate has passed a 	Informational



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		resolution on this topic.	
4.0	<u>Continuing Agenda Items</u>		
a.	Reading Requirements for Graduation – Audrey/Jim	Jim presented Reading Competency Test information. From 2006-2013 (7 years), only 83 students took the test and only 3 passed (4%). We don't know if these students took a reading course prior to taking the competency test.	Informational
b.	Mt. SAC Student Success Plan – Audrey & Dan	The following documents were distributed to the Council: -May 2013 Final Report out compiled from the various departments, Chairperson and/or Co-Chairpersons submitted. This document is still a work in progress. -Draft document identifying how the following aligns with Student Success and Support Program: Mt. SAC Student Success Plan Ed Master Plan Title V Grant	The Council recommended to do the following: <ul style="list-style-type: none"> • Re-send the final report out to the Department, Chairperson/Co-chairpersons who did not submit their progress in May 2013. • Review submitted progress and determine which actions taken have been completed and identify which one need a second step.
c.	CIRP Questions - Audrey	The 2011 CIRP Institutional Questions and 2013 CIRP survey was distributed to the Council to review. There was discussion on how the campus used the results of the institutional questions. It was suggested that the Research & Institutional Effectiveness use the 2011 Institutional Questions when conducting the 2013 CIRP survey in the Spring. The Council would like to compare the 2011 results	<u>Motioned by:</u> Kristina <u>Motioned 2nd by:</u> Linda <u>Action:</u> approved unanimously to use 2011 Institutional Questions.



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		with the 2013 results in order to determine if any institutional questions need to be revised.	
5.0	<u>Future Agenda Items:</u>		
a.	Mt. SAC Student Success Plan & Educational Master Plan	Dan shared that the next Educational Master Planning Summit will be held on November 22, 2013.	An update will provided at a future meeting.
b.	Student Surveys: CCSSE & Graduate		
c.	Catalog Rights for Degrees - Jim		
d.	AP 5012: International Students - George		George will bring a draft to the next meeting on November 18 th for the Council to review.
e.	AP 5013: Students in the Military – George/LeAnn		George and LeAnn will bring a draft to the next meeting on November 18 th for the Council to review.
f.	AP 5015: Residence Determination - George	George distributed a draft to the Council.	This AP will be on the next agenda for discussion.
6.0	<i>Set Agenda for next meeting: November 18, 2013</i>	<ul style="list-style-type: none"> • <i>AP 5520: Student Discipline Procedures – Carolyn/Audrey</i> • <i>AP 5012: International Students – George</i> • <i>AP 5013: Students in the Military – George/LeAnn</i> • <i>AP 5015: Resident Determination - George</i> 	