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Members

X _□ Audrey Yamagata-Noji (Co-Chair)	X _□ Jeff Archibald (Co-Chair)	X _□ Dan Smith	X _□ Kristina Allende	X _□ Tom Mauch
X _□ George Bradshaw	X _□ Matt Judd	X _□ Jim Ocampo	X _□ LeAnn Garrett	□ Micol Christopher
X _□ Glenda Bro	X _□ Alina Hernandez	X _□ Linda Diaz	X _□ Barbara Gonzalez	□ May Ochoa
□ Elisabeth King	□ Kelsey Breland			

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
1.0	Review Agenda & Minutes from December 3rd meeting		Action: Minutes approved unanimously.
2.0	Information Sharing: Audrey:	<p>Audrey reviewed with the Council student enrollment for Spring 2014. She reported the following:</p> <ul style="list-style-type: none"> • There have been more strategic efforts to redirect course offerings to high demand areas. • Special electronic communication efforts to students appear to have proven helpful. • Students appear more upbeat and positive. 	Informational
3.0	<u>Reports from Committees</u>		
a.	Assessment & Matriculation – Jim Ocampo	<p>Jim reported that the Committee hasn't met for the spring semester. The following was report from the December meeting:</p> <ul style="list-style-type: none"> • The math department and their work toward completing a Math Test Prep program is progressing and will affiliate through the MARC. David Beydler is the math department representative to the committee. • Math is also looking at a more adaptive, computerized math 	Informational



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		<p>assessment called Aleks (adaptive program). This is an assessment tool, however this is not approved by the Chancellor's Office. The assessment tool can be used for homework assistance and review – but their progressive tests are helpful in assessing students' knowledge and readiness. Audrey shared that the Arise program will be piloting the model and possibly the Title V Grant as well.</p>	
b.	Basic Skills – Glenda Bro	<p>Glenda reported:</p> <ul style="list-style-type: none"> • The committee hasn't met for the Spring semester. • New proposals for BSI funding have been sent campus wide and are due March 28. Glenda spoke about coordinating the Test Prep through Basic Skills and other sources as well. • The plan will come to SP&S to the May 5th meeting as an action item. 	Informational
c.	Student Equity – Audrey & Jeff	<p>The following memberships were discussed by the Council</p> <ul style="list-style-type: none"> • Audrey announced that Carolyn Keys will replace Juan Carlos. • Jeff reported that the Senate will select someone to replace Phillip Maynard at the next Academic Senate meeting. • The Academic Senate is still reviewing the Committee's request of a change to the membership. The Academic Senate referred this issue back to Student Equity for further clarification. <p>Kristina requested that their work move forward especially due to the need for this report for Accreditation.</p>	The Academic Senate will clarify their request to the Student Equity Committee.



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4.0	Committee Goals 2013-2014 - Audrey	<p>The President is requesting the Council to develop and submit 2013-14 goals by March 25, 2014. The completed outcomes and accomplishments are due June 27, 2014.</p> <p>Suggestions for Goals:</p> <ol style="list-style-type: none"> 1. Receive and review for approval the Basic Skills Coordinating Committee's recommendations for funding for 2014-15. (College Goal #1, #2, #10) 2. Review and make recommendations regarding campus student success efforts, including the campus' efforts in implementing SSSP. (College Goal #2, #5, #7, #10, #12) 3. Receive and review recommendations from the Student Equity Committee regarding the Student Equity Plan and forward them to the Academic Senate. (College Goal #2, #6) 4. Review and make recommendations for accuracy and consistency for Board Policies and Administrative Procedures related to student preparation and success. (College Goal #11) <p>Issue Discussed: Reporting Committees' year-end reports should be incorporated into the Council's year-end report; however the dates are not aligned. If committees submit their reports by June 27, 2014, they cannot be reviewed and incorporated into the year-end report for the Council until the following fall semester.</p>	<p>Action: To approve the Council's 2013-14 goals and forward them to the Academic Senate for review and approval.</p> <p>Motion moved by: Glenda Bro</p> <p>Motion seconded by: Dan Smith</p> <p>Approved: Unanimously</p> <p>The Council recommended the following:</p> <ul style="list-style-type: none"> • To do follow-up action from Goal #4 from 2010-11: SP&S Council to send a communication to IT regarding the lack of implementation of the Multiple Measures Survey. • Providing feedback to PAC: suggesting that the due dates should be revised and the request should come out earlier than February.
5.0	<u>Updates</u>		
a.	SSSP Update – Audrey -Implementation of SSSP	Audrey reviewed the various aspects under the umbrella of "SSSP": enrollment priorities, required services, MIS data elements, SSSP	Audrey and Lucy will provide notebooks to Council members related to important



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		<p>funding, SSSP Plan and the Student Equity Plan (and overlap). She also reviewed the aspects of the SSSP Plan that overlap with instructional faculty (follow-up services for basic skills students, early alert interventions, etc.). Additionally, exemption policies and procedures need to be developed.</p>	<p>SSSP documents.</p>
<p>b.</p>	<p>Implementation of Student Notification regarding Enrollment Priority – George</p>	<p>George updated the Council on the following:</p> <ul style="list-style-type: none"> • AP 5055 and the implementation of Title 5 section 58108. The AP is largely accurate, although there have been some changes at the state level (e.g., the addition of EOPS, DSPS, CalWORKs to Tier One priority). • George shared information (screen shots) related to mandatory student notification regarding the loss of enrollment priority related to probationary/dismissal status and attainment of greater than 100 degree applicable units. • 100 unit limit email was sent in Fall semester and again after the Winter 2014 grades had rolled in February, 2014. • A notice was sent to students with 75 or more degree applicable units. • The notification plan: every time we roll grades, this notification will be sent out. <p>Clarification: the generic portal message includes both 100 degree applicable units and probation. The example of the email message was specific to students who had 75 or more degree applicable units.(n=1577)</p>	<p>Informational</p>



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		Tom Mauch shared information about the reasons appeals of the 100 unit were submitted: high unit majors, personal circumstances, proximity to completing goals. The ability to automate the appeal process has proven difficult. Therefore, each petition will be considered uniquely. This change doesn't mean that the student can't still register, just that their date will be later.	
c.	AP 5012: International Students – Jeff	Jeff reported that the AP's were unanimously approved by Senate Executive Board. All three AP's are discussion items going forward to the full Senate on March 6th and for approval on March 20 th .	Informational
d.	AP 5013: Students in the Military – Jeff		
e.	AP 5015: Residence Determination - Jeff		
6.0	<u>Future Agenda Items:</u>		
a.	AP 4027 – Catalog Rights – Linda & Alina	Linda and Alina will present their draft to the Council as a discussion item at the next meeting on March 17th.	
b.	AP 4100 – Graduation and Degree Requirements – Dan/Jeff	Dan will take this forward to C&I for action – pulling in the details from the catalog related to degree requirements that are not presently specified in AP 4100.	
c.	AP 5520: Student Discipline Procedures – Carolyn/Audrey	Carolyn will bring this AP to Council as a discussion item at the next meeting on March 17th.	
d.	Joint Task Force Committee on Reading Placement and Competency – Jim/Dan/Jeff	Jeff reported that the Academic Senate committee membership will be moving forward. The new name will be "The Reading Competency Task Force" – to separate the issues of competency and placement since the competency aspect appeared to be out of compliance. The Task Force will work alongside of the Assessment and Matriculation Committee.	Informational



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		<p>Michelle Sampat, the co-chair of Assessment and Matriculation is expected to be a member of the Task Force. This would enable greater collaboration.</p> <p>Discussion about the re-test issue. Is re-test tied to placement or competency? Jim said that re-testing for placement isn't an issue as it is allowed; but re-testing for competency is the issue.</p> <p>The President has stated that we will no longer use the placement test for reading competency. There is some urgency – if one of the primary ways to meet the requirement goes away, this is problematic for spring 2014 graduation.</p>	
e.	Student Discipline Report – Carolyn	Will be presented March 17 when Carolyn presents the revisions to AP 5520.	
f.	Mt. SAC Student Success Plan Progress– Audrey/Dan	Covered under 5.0 (a)	Jim will bring forward suggested revisions to BP 5050 and AP 5050 related to matriculation.
g.	SSSP Program Plan due 10/14 – Audrey		
h.	Student Equity Plan due 10/14 – Audrey		
i.	Early Alert Task Force– Dan/Jeff	Jeff reported that the members will be appointed by the Senate on march 6 th .	Informational



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7.0	<i>Set Agenda for next meeting: March 17, 2014</i>	Due Dates for Spring: <ul style="list-style-type: none">• May 5 - approve the Basic Skills Coordinating Committees recommendations for funding;• May 7 - approve Council's and Committees' Purpose and Function Statements; by end of semester, Council and Committees must submit their outcomes to their goals.	Informational