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Student Preparation and Success Council – Meeting Minutes
Oct 20, 2014
9B-Student Services Center- Ragan Room

Members

<input checked="" type="checkbox"/> Audrey Yamagata-Noji (Co-Chair)	<input checked="" type="checkbox"/> Jeff Archibald (Co-Chair)	<input checked="" type="checkbox"/> Dan Smith	<input checked="" type="checkbox"/> Tom Mauch	<input checked="" type="checkbox"/> George Bradshaw
<input checked="" type="checkbox"/> Matt Judd	<input checked="" type="checkbox"/> Jim Ocampo	<input checked="" type="checkbox"/> LeAnn Garrett	<input checked="" type="checkbox"/> Glenda Bro	<input checked="" type="checkbox"/> Alina Hernandez
<input checked="" type="checkbox"/> Linda Diaz	<input checked="" type="checkbox"/> Barbara Gonzalez	<input checked="" type="checkbox"/> Luisa Howell	<input type="checkbox"/> Alex Ngo, Student Rep	
<input type="checkbox"/> Ronnie Escata, Student Rep	<input type="checkbox"/> Christopher Nguyen, Student Rep			

Guest: Carolyn Keys, Dean of Student Services, Co-Chair Student Equity, Barbara Mc Niece-Stallard, RIE

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
1.0	Review Agenda & Minutes from September 15, 2014 meeting.		The Council unanimously approved the minutes with a minor change.
2.0	<u>Reports from Committees</u>		
a.	Student Equity – Alina -Student Equity Plan	The final draft from the Student Equity committee was reviewed by the Council and recommended various edits.	The recommended edits will be done by Lucy and then the revised plan will be forward to the members prior to the committee's next meeting on Oct 27 th . After the committee finalizes the draft, the plan will be sent to the Council members and Academic Executive Board.
b.	Assessment & Matriculation – Jim Ocampo Minutes – September 10, 2014 & September 24, 2014	Jim reported the following: <ul style="list-style-type: none"> • Maria Tsai presented preliminary data on the rubric study and successful placement to the Committee at the next meeting. 	The Council recommended the following: <ul style="list-style-type: none"> • Invite Maria to a future meeting to present the rubric student and successful



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		<ul style="list-style-type: none"> • The foreign language department would like to implement a placement test for students. 	<p style="text-align: center;">placement findings.</p> <ul style="list-style-type: none"> • The Council recommended that the foreign language department submit a proposal to the committee for a formal approval and then forward to the Council for review and approval.
c.	Basic Skills – Glenda Bro Minutes –	<p>The committee did not meet due to most of the committee members were attending a conference.</p> <p>Glenda reported that an executive decision was made regarding the 2014-2015 basic skills budget. The Chancellor’s office requested that the 10% that was cut from the budget be put back in. The budget reported was re-done and forwarded to the Chancellor’s office.</p>	Informational
3.0	<u>Pending Issues</u>		
a.	Liaison Proposal - Jeff	<p>The Council the following:</p> <ul style="list-style-type: none"> • Why the liaison proposal was being brought forward through the governance process when the department is able to implement this strategy on their own. • The four recommendations proposed: <ul style="list-style-type: none"> - Utilize all 22 counselors as liaisons to 	Jeff will follow up with Angel to consider developing a more generic proposal for the Council to review at a future meeting.



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		<p>departments.</p> <ul style="list-style-type: none"> - Determine liaisons through interest, seniority, numbers of departments, and numbers of disciplines. - Liaison expectancies include attending department, division and advisory meetings, provide outreach, consult on academic issues, and provide counseling expertise on student success issues (probation, retention, and counseling). - Integrate counseling faculty from EOPS and DSPS, where appropriate and if need, interest and availability allow <p>The following are the concern the Council discussed:</p> <ul style="list-style-type: none"> • The level of detail, especially regarding expectations (recommendation #3). <p>The Council made the following revisions to the proposal:</p> <ul style="list-style-type: none"> • recommendation #2 - Strike counselor interest and seniority in • recommendation #3 - Modify counselor attendance at department meetings 	



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		<ul style="list-style-type: none"> • Identifying how the liaison activities would be carried out through each department • Changing “Counseling Department” to “Counseling Faculty.” <p>The Council suggested drafting a general liaison plan. For example, keep page 1, first paragraph and omitting page 2 and the appendices.</p>	
4.0	<u>New Issues:</u>		
a.	BP 4260 - Prerequisites, Corequisites, Advisories AP 4260 - Prerequisites, Corequisites, Advisories – Jim	<p>The Council discussed the following:</p> <ul style="list-style-type: none"> • How the changes to BP 4260 we done because this language was taken out of BP 5050 related to matriculation. The change was made by moving the challenge language to the end of the BP. • To establish course prerequisites, College faculty shall define ... • The College will utilize the Chancellor’s Office recommended local research options... • The order (location) for the following was changed: no amendments to wording: Information in the Catalog and Schedule of Classes and the Challenge Process. 	The Council recommended that BP 4260 be brought back for a vote at the next meeting on November 3 rd .



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		The Council reviewed AP 4260 and revisions are needed.	
b.	AP 4027 – Catalog Rights – Linda		Linda requested to move this AP to the next agenda.
c.	AP 5055- Enrollment Priority – George/Audrey	<p>George presented the first draft to AP 5055. The following revisions were discussed:</p> <ul style="list-style-type: none"> • Cleaning up inconsistencies and to add new sections pursuant to Title 5 58108. • To making the language more specific to Mt. SAC. For example, instead of saying “requires districts” to “requires the district.” • The inclusion of sections from Title 5 to help define our particular processes. • The hold process for assessment and orientation is not clearly detailed. 	The Council recommended to review the AP in-depth and bring back to review further at the next meeting on November 3 rd .
d.	AP 5110 – Counseling – Tom	<p>The Council reviewed the following changes:</p> <ul style="list-style-type: none"> • The 2004 version, the following sentence was unintentionally omitted: “Academic counseling, in which the student is assisted in assessing, planning and implementing his or her immediate and long range academic goals.” Additionally, the word “may” was added to coordination. 	The Council unanimously approved AP 5110 and it will be forwarded to Academic Senate.
e.	BP 5110 – Counseling – Tom	One word changed proposed ... ‘Counseling shall be PROVIDED for all first time students ... “ – not	The Council unanimously approved BP 5110 and it will be forwarded to



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		"required."	Academic Senate.
5.0	Next meeting 11/3/2014 agenda items: <ul style="list-style-type: none"> • AP 5025 – Student Discipline • AP 5010 – Admissions • CCSSE Presentation by RIE • AP 4027 – Catalog Rights • AP 5055 – Enrollment Priority Action Items: <ul style="list-style-type: none"> • BP 4260 – Prerequisites, Corequisites, Advisories • 		