



**Student Preparation and Success Council – Meeting Minutes**  
**December 7, 2015**  
**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"/> Barbara Gonzales | <input type="checkbox"/> Irma Marin, Recorder       |
| <input checked="" type="checkbox"/> Linda Diaz                      | <input checked="" type="checkbox"/> Luisa Howell              | <input checked="" type="checkbox"/> Bruce Nixon   | <input checked="" type="checkbox"/> Randy Wilson     |   |
| <input checked="" type="checkbox"/> Corey Case, Student Rep         | <input type="checkbox"/> Vacant, Student Rep                  | <input type="checkbox"/> Vacant, Student Rep      |  |   |

Guest: Barbara McNeice-Stallard, Director, Research & Institutional Effectiveness, Joumana McGowan, Executive Dean, Instruction

<u>Item</u>	<u>Agenda Topic</u>	<u>Status</u>	<u>Meeting Outcome</u>
1.0	Review Agenda & Minutes from Nov 16th meeting.	Changes: Change title to Minutes not Agenda Attendance: Add attendance and absences	Approved with changes notes
2.0	Catalog Timeline- Dr. Joumana McGowan	Joumana shared a "Catalog Distribution List" and the "2015-16 Catalog Timeline" with the Council. She described the process to develop and print the catalog. At times, there are delays due to the state Chancellor's Office approvals. An online catalog is under development using "Courseleaf". Edits will be done through Courseleaf.  Question about how changes to curriculum – course names, requirements, units; or new courses or degrees is shared.	April 15, 2016 is the due date for any changes to the catalog to be sent to Joumana. She also agreed to have a comprehensive communication process (updated spreadsheet) with approved curricular changes disseminated several times a year.



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		<p>How do students learn about changes to their certificates or degrees and how are their catalog rights impacted? Whatever content is in the printed catalog for the year is what the student's current year catalog rights are, per Joumana. Catalog year automatically appears on MAP.</p> <p>Discussion centered around potential changes to the catalog during the year.</p> <p>Issues related to timely scribing of catalog changes for MAP were presented. George explained that A&amp;R staff finished scribing the 2015-16 catalog one month ago but they are pending implementation by IT.</p> <p>Corey suggested having a secondary link that lists the major changes to the catalog for the current year.</p>	
3.0	<b><u>Presentations</u></b>		
a.	CCSSE Survey presentation- Barbara McNeice-Stallard	Barbara, Bruce and Corey met to make recommendations to the institutional questions. The subgroup also met with Jemma and Jeanne-Marie. Discussion to not address interpersonal items but to look at them part as part of the Hope Survey/multiple measures. There was consensus to include library-referenced questions.	Changes were submitted prior to the meeting (as was agreed upon by the Council) at the November meeting.



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b.	CIRP Survey edits	There is still time available for edits although the window to make edits may close prior to our next meeting in March of 2016. Subgroup reviewed the suggested changes provided to Council members.	Additional edits/suggestions should be submitted directly to Barbara McNeice-Stallard
4.0	Student Equity Plan- Audrey Yamagata-Noji	Jeff reported on the review of the Student Equity Plan at the Senate meeting last week. Senators are to send direct feedback to the Exec Board for their meeting this Thursday. THANKS to everyone for their assistance! Special thanks to Jeff's leadership and thorough presentation to the Academic Senate.	Equity Plan will be presented to Board of Trustees December 9, 2015 for information and to the Senate Executive Board on December 10, 2015 for approval.
5.0	<b><u>Reports from Committees</u></b>		
a.	Student Equity - Minutes:	No approved minutes	
b.	SSSP Advisory - Minutes: 10/28/15	<p>Jim introduced David Beydler from the math department who serves on the statewide Common Assessment work group. David provided a brief update on Common Assessment (Math, English, ESL) to the Council. Artificial intelligence will be used to analyze text-based writing. Can be machine-scored or human-scored. The math test is planned to be adaptive – when students begin, they decide an entry point, introductory “testlets” will be provided to students as they begin.</p> <p>Timeline: faculty are being hired to story-board test items</p>	



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		<p>Link Systems International will implement the test questions. Test items will be tested at the pilot colleges – “minimum viable product.”</p> <p>July 2016: anticipated Chancellor’s Office approval</p> <p>Fall 2016: anticipated implementation “period”</p> <p>Concern that there will be insufficient time to gather data from the pilot but cut score validation cannot be done without having used the new assessment instrument for sufficient time.</p>	
c.	Basic Skills - Minutes:	No approved minutes	
6.0	<b>Pending Items</b>		
b.	AP 5040: Student Records, Directory, and Privacy Information	<p>Summary of major changes:</p> <ul style="list-style-type: none"> <li>• Directory information request now only needs to be done prior to 5 days in advance of the opening day of the semester;</li> <li>• Transcripts and verifications: students can receive two free of both; additional copies are \$5 per copy (increase from \$2);</li> <li>• Office of Student Learning – change to Office of Instruction</li> <li>• Campus Safety – change to Public Safety</li> </ul>	<p>AP 5040 will be returned for Council vote at the next meeting.</p> <p>George, Jeff, and Luisa will work on changes and the rewrite of AP 5040 for the March SP&amp;S meeting.</p>



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		<ul style="list-style-type: none"> <li>• Law enforcement personnel seeking to arrest or talk with a student are to be referred to <b><u>Public Safety, who will consult with the offices of instruction and Student Life.</u></b></li> <li>• Student will not be identified nor located ... without written consent of the student or judicial (<b><u>warrant order</u></b>) except in case of emergencies...</li> <li>• Bulleted points about release of records need to be preceded by two different sentences -- Student records “may” be released and student records “shall” be released.</li> <li>• Suggestion to group the 2 bullets regarding “shall” and then group the others that are conditional.</li> <li>• Suggestion to remove the bullet points and just leave paragraphs</li> <li>• Suggest striking all bullets, and adding a bullet regarding release to the federal military for recruitment purposes AND adding that the Dean, Enrollment Managements is responsible for providing this information.</li> </ul> <p>Directory Information: remove the quotes in the first 3a. for “Directory Information” and remove Public from Directory Information under “Transfer of Information to Third Parties.”</p>	



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c.	AP 5071: Student Leave of Absence		Tabled to next meeting on March 7th
d.	AP 5075: Course Adds and Drops		Tabled to next meeting on March 7th
7.0	<b><u>Updates</u></b>		
a.	CCSSE (Community College Survey of Student Engagement) update from task force– Linda Diaz, Bruce Nixon and Corey Case	Covered under 3.0	
8.0	Next meeting: 3/7/16  Future Agenda Items: <ul style="list-style-type: none"> <li>• Michelle Dougherty- Presenting update on BSCC</li> </ul>		