



Student Preparation and Success Council – Meeting Minutes
April 18, 2016
9B-Student Services Center- Ragan Room

Members

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|-----------------------------------|------------------------------|-----------------------------|----------------------|------------------------|
| ▫ Audrey Yamagata-Noji (Co-Chair) | ▫ Jeff Archibald (Co-Chair) | ▫ Dan Smith | ▫ Tom Mauch | ▫ George Bradshaw |
| ▫ Matt Judd | ▫ Jim Ocampo | ▫ LeAnn Garrett | ▫ Barbara Gonzales | ▫ Irma Marin, Recorder |
| ▫ Linda Diaz | ▫ Luisa Howell | ▫ Bruce Nixon | ▫ Ana Silvia Turcios | |
| ▫ Corey Case, Student Rep | ▫ Lucky Morales, Student Rep | ▫ Rene Jimenez, Student Rep | | |

Guest: Jin Uh, Student

<u>Item</u>	<u>Agenda Topic</u>	<u>Status</u>	<u>Meeting Outcome</u>
1.0	Review Agenda & Minutes from April 4, 2016 meeting.	Council members were provided copies of March 7 and April 4 SP&S Council meetings.	April 4, 2016 approved with no corrections
2.0	AP 5520 Student Discipline Procedures- Carolyn Keys	<p>Andi presented that she changed the format: everything that was a strike-out was struck out, and changes were underlined and in bold type.</p> <p>Administrative Hold: suggested to strike “such as the library and tutoring” page 1 and add “including registering for classes” on page 6. Need to clarify on page 1 that it is a disciplinary hold based on a pending disciplinary case or disciplinary action. Consider changing it to “Disciplinary Hold.”</p> <p>Question: how are administrative withdrawals handled prior to 20% of the term and after 75% of the term? In other words, can a “W” be</p>	<p>Bring back the posting of “W”s when the disciplinary action is in the very beginning of the term or at the end of the term when “W”s are either not assigned or not assignable.</p> <p>Make the following changes:</p> <ul style="list-style-type: none"> • Administrative Hold definition • Administrative Withdrawal definition • Character Development Workshop clarification



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		<p>assigned to a student for suspension at the beginning of the term when we are still in the period of a “drop without a ‘W’”? Discussion focused on the understanding that the student’s record will not show enrollment accordingly. Similarly, after a certain percentage of the class has passed, the mark of “W” can be assigned, despite other college regulations, as it is to be processed as an administrative drop (per Carolyn). However, Title 5 does not permit us to give a “W”. Need to verify whether Title 5 permits assigning a “W” under these circumstances.</p> <p>Administrative Withdrawal – incorrect: “A student is administratively withdrawn when he/she is immediately suspended.” An immediate suspension does not directly result in an administrative withdrawal.</p> <p>P.2 “Character Development Workshop” – “All suspended students must comply with this requirement prior to returning to the College.” Need to clarify “with this requirement” in reference to. Change to: “A four-hour workshop on character development which students must complete if contained in the student discipline contract.”</p> <p>P.10 #7 – translator/interpreter – time frame says this must be requested “no later than five (5) business days before the hearing.” Discussion was why it was 5 days when other requests/notifications were noted as 3 days. The attorney notification is three (3) business days – concern was for consistency.</p>	<ul style="list-style-type: none"> • Translator/interpreter change to 3 days notice • Definition of Hate Violence <p>Follow-up on AP 3515 and AP 3500 related to reporting of crimes</p> <p>AP-Standards of Conduct: add reference from Ed Code 78907 related to classroom recordings and remove from AP 5520</p>



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		<p>Hate Crimes/Violence: are referenced in types of misconduct – but not specific to hate violence. Proposed definition of Hate Violence (from new Ed Code dated July 2015): “any act of physical intimidation or physical harassment, physical force or physical force or the threat of physical force or physical violence that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, gender expressions, disability or political or religious beliefs of that person or group.” Reports of these types of violations can be included in BP 3515 –Reporting of Crimes. “Incidents that can be considered to be hate violence will be reported to Public Safety (per BP 3515)” will be added to the report of misconduct, page 6. AP 3515 needs to be revised to include details of the reporting – and needs to be fully vetted.</p> <p>Review of “References” listed for AP 5520 as Ed Code Sections: 78907— violations related to “classroom recordings” is contained as a reference because it can form the basis for student discipline but does not appear to be appropriate to remain as a reference. Look at adding a reference to Ed Code 78907 to AP on Standards of Conduct.</p>	
3.0	AP 3540 Sexual Assaults on Campus- Carolyn Keys	<p>Carolyn was able to remain in attendance to review AP 3540. Council members were provided</p> <p>Need to define “reporting” and what we mean by CSA—Campus Security Authority in Clery Act. Need to have clarification as to</p>	<p>Clarifications to be provided about “reporters”.</p> <p>AP to be reviewed May 2.</p>



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		obligations of staff and faculty for reporting. Need to get clarification as to what is meant by “all college employees” – are student workers considered to be “mandatory reporters”?	
4.0	AP 5075 Course Adds and Drops- Dan Smith	This AP was sent back from the Academic Senate. The concern was related to the 20% mark of the class session and 30% of the class session. George will be consulted about the correct percentages and to respond to concerns from Senate about accepting students into courses after the census date for which we would not get paid.	Forward to George for review and response. May 2 agenda.
5.0	<u>Reports from Committees</u>		
a.	Student Equity -Review and accept minutes: March 28, 2016	Reviewed March 28 meeting minutes.	Accepted minutes of March 28, 2016
b.	SSSP Advisory - Review and accept minutes: March 9, 2016	<p>Recommendation is to add more members to the Common Assessment Implementation Team (not to SSSPAC). Concerns continue with the ability to develop an implementation time line because of the lack of clarification/direction from the Chancellor’s Office.</p> <p>Jim shared that if we decide NOT to use a test, and place off of other means (multiple measures), we can still receive funding. However, if we desire to use a test, we must at least use Common Assessment, in order to receive funding. [amended 5.2.16]</p>	Accepted minutes of March 9, 2016
c.	Basic Skills - Review and accept minutes:		No minutes to review
6.0	<u>Discussion</u>		



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	Senate LGBT Task Force Recommendations- Jeff Archibald		Hold for May 2 meeting
	Review of critical Council items to be completed by end of Spring		
7.0	<p>Next meeting: 5/2/16</p> <p>Future Agenda Items:</p> <ul style="list-style-type: none"> • Michelle Dougherty- Presentation- Basic Skills budget for 2016-2017 • Senate Non Credit Task Force Recommendations – they no longer want to be part of SP&S because non credit SSSP went through C&I <p><u>Future Meetings</u> May 16, 2016: June 6, 2016: (9C-5) Finals Week</p>	<p>Senate LGBT Task Force - Jeff</p> <p>Multiple Measures Survey Report and research from other colleges on uses of multiple measures -- Jim</p> <p>AP 5520 Student Discipline Procedures – Andi Sims (guest)</p> <p>AP 3540 Sexual Assaults on Campus – Carolyn Keys (guest)</p> <p>AP 5075 Course Adds and Drops – Dan and George</p> <p>Basic Skills 2016-17 Budget – Michelle Dougherty (guest)</p>	