



**Student Preparation and Success Council – Minutes**  
**May 2, 2016**  
**9B-Student Services Center- Ragan Room**

**Members**

X_ Audrey Yamagata-Noji (Co-Chair)	X_ Jeff Archibald (Co-Chair)	X_ Dan Smith	X_ Tom Mauch	_ George Bradshaw [at conference]
_ Matt Judd [interviewing]	X_ Jim Ocampo	x_ LeAnn Garrett	X_ Barbara Gonzales	
X_ Linda Diaz	X_ Luisa Howell	X_ Bruce Nixon	X_ Ana Silvia Turcios	
X_ Corey Case, Student Rep	X_ Lucky Morales, Student Rep	_ Rene Jimenez, Student Rep		

**Guests:** X Michelle Dougherty      \_X Andi Sims      \_X Carolyn Keys

Item #	Agenda Item	Discussion	Outcome
1.0	Approval of Minutes from April 18, 2016	Corrections: Page 2 -- "Need to verify whether Title 5 permits assigning a "W" under these circumstances." Change the second 4.0 to 5.0 5.0b – "...we must at least use Common Assessment in order to <b>receive</b> funding."	Minutes approved unanimously with corrections.
2.0	Basic Skills Budget for 2016-17 – Michelle Dougherty (guest)	<p>Presentation from Michelle Dougherty. Michelle reviewed the specific project proposals via overhead projection. The total for approved projects is \$791,069. Question regarding the 2016-17 Allocation – is this the same as 2015-16? \$300,000 in carry-over is projected for 2015-16.</p> <p>Concern was expressed over the \$446,891 proposed in permanent salaries for 2016-17. The current status of moving these positions to district funding was unclear.</p> <p><u>Proposed projects for 2016-17:</u>            16 projects; 3 new projects:            Minding the Gap—Habits of the Mind for English 67            Basic Skills Bootcamp Support (non-credit WIN)</p>	<p>Michelle will forward the Basic Skills 2016-17 Funding Grid which will be forwarded to the Council.</p> <p>Michelle will consult with the Pathways and WIN Boot Camp projects and return to the next SP&amp;S meeting with clarifications about project activities and funding amounts.</p>



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		<p>Vocabulary Learning (non-credit ESL)</p> <p>Remaining projects – all continuing projects received the amount they requested:</p> <p>LLR, ABE Counseling, Writing Center, Adult Secondary Program Tutors, Pathways to Transfer (Coordinator), ABE Curriculum and SLO Support staff, Writing Center TICs, Writing Center P/T hourly instructor, Non-instructional hours (ESL/VESL), VESL Career Paths Tutoring, LLC Self-Directed Learning Activities for Noncredit ESL, ESL Peer Mentoring, ESL Library Reading</p> <p>Discussion ensued about the Pathways to Transfer funding of \$96,000 as it included \$25,000 for professional development. It was unclear as to funding for curriculum development, faculty release time and faculty coordination.</p> <p>Discussion ensued about funding for the WIN Athletic Boot Camp. There appears to be some overlap in funding between Basic Skills, Student Equity, SSSP and Title V Grant. For example, there is a request for \$16,500 for adjunct counseling from Basic Skills and \$23,000 for adjunct counseling in the Student Equity Plan (but funded out of SSSP). The amount of funds available for Boot Camp tutoring (\$59,000) seems excessive.</p> <p>For both the Pathways to Transfer and WIN Boot Camp proposals, the Council would like to receive further clarification as to all funding sources these proposals have from other sources (SSSP, Student</p>	



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		Equity, Title V) as well as specific clarifications regarding funds requested.	
3.0	Pending Issues		
a.	AP 5520 Student Discipline Procedures – Andi Sims (guest)	<p>Andi presented three copies: Green—revisions from last meeting            Blue—code references            Yellow—clean copy to date</p> <p>Discussion regarding changes:            Line 32 and line 160: Need to clarify “Administrative Withdrawal” as “Administrative Drop” – need to consult with George on this definition as well as line 160            “Hate Violence”: consensus to not have the reference embedded            “Any college employee shall serve as a reporting party” – does this pertain to student workers? The current student misconduct report provides for student workers to make a report.</p>	<p>Moved, seconded and passed unanimously to forward AP after clarification of Administrative Withdrawal versus Administrative Drop from George (Andi to make the clarification).</p> <p>Jeff needs this clarification by this Friday to post to the Academic Senate agenda. The AP needs to be entered into OnBase.</p>
b.	AP 3540 Sexual Assaults on Campus – Carolyn Keys (guest)	<p>Carolyn presented amendments to AP 3540 based on the April 4, 2016 Council meeting. Carolyn also provided a listing of Ed Code, OCR Guidance, Penal Code, VAWA/Clery, and 34CFR citations. “Campus Security Authority” is referenced in 34CFR.</p> <p>Responsible Employee: “Any employee who has the authority to take action to redress sexual violence; or whom a student could reasonably believe has this authority or duty to do so, is considered a `responsible employee.” This is referenced in the OCR Guidance. Discussion ensued regarding whether “responsible employee” means sharing the information versus “redressing” the situation. Need to make a distinction between the requirement to report and the requirement to</p>	<p>Carolyn will continue to convene the work group on AP 3540 and return in the Fall to SP&amp;S with a clean copy of the AP with suggestions as noted by the Council.</p> <p>Ana Silvia, Lucky, Corey, Jeff, Luisa will join the working group.</p>



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		<p>redress. Concern is that an employee can make a “promise of confidentiality” that cannot be sustained.</p> <p>Mandated Reporters (line 36) – reference to PC 11165.7 – which names “school officials and educators.”</p> <p>Intake and Assessment Response: need to clarify what the responsibilities are of employees and the role of the Title IX Coordinator versus reporting to Public Safety. This is confusing because it can look like the investigation begins prior to the reporting ... (p.2) the Title IX Coordinator’s responsibilities.</p> <p>Pages 3-4 the Intake and Assessment needs to be clarified as to situations that occur on campus.</p> <p>Recommended to have a flow chart since the reading of the AP is intricate and confusing.</p> <p>A faculty committee has been working on this. Ana Silvia, Lucky, Corey, Jeff, Luisa will join the working group.</p>	
c.	AP 5075 Course Adds and Drops – Dan and George	George is going to meet with Eric to more fully understand his concerns.	Held over to next meeting when George will be in attendance
d.	Academic Senate LGBT Task Force Report – Jeff		Agendize for next meeting
e.	Multiple Measures Survey Report and research from other colleges on uses of multiple measures -- Jim		Agendize for next meeting
4.0	Approval of Minutes		



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a.	Student Equity Committee Minutes of March 14, 2016		Reviewed and accepted Marcy 14, 2016 minutes
b.	Student Success Program Advisory Committee		No minutes to approve
c.	Basic Skills Coordinating Council		No minutes to approve
5.0	Establish Agenda for May 16 and June 6	LGBT Task Force Multiple Measures Report Basic Skills Budget AP 5075	