



**Student Preparation and Success Council**  
 Student Services Center, 9B – Ragan Room  
 November 18, 2019 – Minutes

**Members [18]**

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> Audrey Yamagata-Noji, Co-Chair | <input checked="" type="checkbox"/> Lance Heard, Co-Chair |   |   |
| <input checked="" type="checkbox"/> Madelyn Arballo                | <input type="checkbox"/> Francisco Dorame                 | <input checked="" type="checkbox"/> Matt Munro    | <input checked="" type="checkbox"/> Ned Weidner |
| <input checked="" type="checkbox"/> David Beydler                  | <input checked="" type="checkbox"/> Michelle Dougherty    | <input checked="" type="checkbox"/> Donna Necke   | <input type="checkbox"/>                        |
| <input type="checkbox"/> George Bradshaw                           | <input type="checkbox"/> Matt Judd                        | <input checked="" type="checkbox"/> Bruce Nixon   | <input type="checkbox"/>                        |
| <input type="checkbox"/> Guadalupe De La Cruz                      | <input checked="" type="checkbox"/> Sara Mestas           | <input type="checkbox"/> Chisa Uyeki              | <input type="checkbox"/>                        |
| <b>Student Representatives:</b>                                    | <input type="checkbox"/> Jacob Duarte                     | <input checked="" type="checkbox"/> Michael Myers | <input type="checkbox"/> Sophia Ruiz            |

Guests: Jason Hayward

Item No.	Agenda Item	Discussion	Outcome
1.0	Review Today's Agenda and Minutes from November 4, 2019		Minutes moved, seconded, and passed unanimously for approval.  Accreditation Standard IV.A.7
2.0	<b>Committee Meeting Minutes for Review and Approval</b>		
a.	Basic Skills – no minutes received to date		No minutes for acceptance.
b.	Student Equity – no minutes received to date		No minutes for acceptance.
c.	SSSPAC – no minutes received to date	No	No minutes for acceptance.
3.0	Review Counselor Guide to Multiple Measures (Sara Mestas & Jason Hayward confirmed to present)	Jason presented the "Counselor Guide for Multiple Measures" used when students receive a "See Counselor" recommendation upon taking the AQ. He also presented how counselors use the override function in the system. The Guide is not meant to be an assessment, but to use in working with the student to discuss their academic background and preparation. They might review transcripts of students, talk about students' English preparation background, length of	Recommendation to have SSSPAC (Assessment & Matriculation) committee review the Counselor Guide.  Accreditation Standard I.C.1 Accreditation Standard II.C.5



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		<p>time out of high school. They also review resources to brush up on their academic skills and the students' self-ratings of their abilities/level of preparation.</p> <p>After going through the Counselor Guide, the counselor can enter an English and/or Reading placement into the system. They can use the "TEST" recommendation for taking the DRP for reading or the AWE for writing placement.</p> <p>Counselors use reason codes – but there is no code for non-native English speakers when overriding the "TEST" recommendation since "TEST" is used for students who will receive an English 1A/ English 1A+80 and Read 100 or Read 90 placement.</p> <p>IT and Research came up with the reason codes. They need to be reviewed. Counselors can add more text to the reason code.</p> <p>No issues have been brought up by counselors.</p>	<p>Accreditation Standard II.C.7</p>
4.0	AB 705 Guided Self-Placement Method Submission (Audrey)	<p>Audrey presented a handout that she developed from guidance from the Chancellor's Office and Title 5 55522/Ed Code 78221.5. These issues revolve around the definitions and procedures related to guided placement, guided self-placement, referring students to transfer-level course placement, and publishing results including placement levels by race/ethnicity.</p>	<p>Review of credit ESL course placement will be presented by AmLa at an upcoming meeting of the Assessment and Matriculation Committee.</p> <p>Accreditation Standard II.C.7          Accreditation Standard IV.A.5</p>



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		Audrey also reviewed the Guided Self-Placement Method Submission Form that was submitted to the state Chancellor's Office, which included the AQ and Counselor Guide.	
5.0	Review 2019-20 Goals and Progress Report – Council to tie goals to College's overarching goals	Matching College goals to the Council's goals: Goal #2 SEAP Plan: 6, 9, 12, 14 Goal #3 Reporting committees: 1, 4, 14 Goal #4 SEAP Plan monitoring: 1, 2, 3, 5, 6, 9, 10, 12, 14 Goal #5 Policies/Procedures: 1, 14 Goal #6 Assessment Strategies: 1, 3, 5, 6, 8, 9, 10, 14	The Council's 2019-20 Goals and Progress report will be forwarded to the President's Office for PAC.  Accreditation Standard IV.A.2
6.0	2018-19 Year End Accomplishments (to be submitted with Goals and Progress Report)	Edits: need to change to "winter" intersession. Check 2 periods in 5 <sup>th</sup> sentence. Last sentence should say "Board of Trustees." For AP 5035 – note that it was passed by the Academic Senate. Name change now to: Student Preparation, Equity and Achievement Council – "SPEAC"	The 2018-19 Year End Accomplishments will be forwarded with the 2019-20 Goals and Progress report to the President's Office.  Accreditation Standard IV.A.2
7.0	Review SSSPAC Purpose & Function Statement draft	David explained the changes: Name change to "Assessment and Matriculation Committee." "Follow-Up" was vague and was removed from both purpose and function #1. (Follow-up is a component of the college's credit SSSP plan). Recommendation to add: Associate Dean, Instruction and a student member. Change title to "Associate Vice President" of the School of Continuing Education. Agreed to list the "Faculty representing AmLa" and the "Faculty representing AWE facilitation." Both of these positions are being filled by Elizabeth Casian this year.	Revisions were approved. Will be forwarded to Academic Senate.  Accreditation Standard IV.A.2



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		More than likely the AWE facilitation position should be removed in 2020-21.	
8.0	Subcommittee for Administrative Procedures & Board Policies	Discussion about whether the Council would need to review/vote on recommendations from the subcommittee. Another strategy is to move up APs/BPs earlier on the agenda.	<p>The discussion of a subcommittee for AP/BPs will be ongoing on a case-by-case basis.</p> <p>Accreditation Standard I.B.7          Accreditation Standard I.C.5          Accreditation Standard IV.A.7</p>
9.0	Review Accreditation Standards for SP&S	Council members reviewed the suggested Accreditation Standards that relate to actions taken by the Council.	<p>Agreement to use the recommended Standards.</p> <p>Accreditation Standard IV.A.7</p>
10.0	Report on Student Equity Plan (Audrey)	<p>Audrey reviewed the statewide Student Equity Goals, our SEAP Plan activities and overlays with Guided Pathways. Madelyn has suggestions to amend the activities to be more inclusive of noncredit/School of Continuing Education.</p> <p>The Council has a goal to update/amend the SEA Plan based on a further review of the goals, activities, and related disaggregated student equity data.</p>	<p>Discussion to continue at the next meeting.</p> <p>Accreditation Standard I.B.6          Accreditation Standard II.A.7          Accreditation Standard IV.A.5</p>
11.0	Report on SEAP Workgroup (Audrey)	Audrey shared a fiscal picture of the 4 budgets included in SEAP and the plan to consolidate funding by 2020-21.	Accreditation Standard IV.A.5
12.0	<b>Future Presentations/discussions</b>		
	AP/BP 4230 – Grading Symbols (George to provide update at December 2 meeting)		



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	AP 4225 Course Repetition and Withdrawals - sent back by Academic Senate to SP&S (George to provide update at December 2 meeting)		
	Review Basic Skills Coordinating Committee's Purpose and Function Statement (Michelle to present 12/2)		
	AP/BP 5030 – Fees (Francisco)	This issue involved F-1 international students enrolling in high school dual enrollment courses. At the moment, they are taking course for free and are not being charged as F-1 students.	Appoint a subcommittee to work on this item. Francisco will work with George and reps from Dual Enrollment, Noncredit, and International.  Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard I.C.6
	AP 5520 – Student Discipline Procedures (Andi & Koji to present at a future date in the Spring)		
	BP 5140 – Students w/ Disabilities (currently being revised by Grace Hanson; to present at a future date in Spring)		
	Review concerns in using OnBase – IT representative who oversees OnBase to attend a SP&S Council meeting to review how the system works (Spring)		
	<b>Next meeting dates:</b> December 2, March 2, March 16, April 6, April 20, May 4, May 18, June 1		