



Student Preparation and Success Council – Meeting Minutes
October 15, 2012
9B-Student Services Center- Ragan Room

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Members

- | | | | | | | |
|---------------------------|---------------------|--------------------|---------------|-------------------|--------------|-----------------|
| ▫ Daniel Smith (Co-Chair) | ▫ Eric Kaljumagi | ▫ Kristina Allende | ▫ Tom Mauch | ▫ George Bradshaw | ▫ Matt Judd | ▫ Susan Wright |
| ▫ Jim Ocampo | ▫ Micol Christopher | ▫ Glenda Bro | ▫ Juan Carlos | ▫ Linda Diaz | ▫ Dennis Lee | ▫ Jessica Zhang |
| ▫ Karina Maureira | | | | | | |

Absent: Audrey Yamagata-Noji, Matt Judd, Alina Hernandez, LeAnn Garrett

Guest: Robert Hughes, Director, Enterprise Application Systems

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
1.0	Review Agenda & Minutes from October 1, 2012 Meeting		Unanimously approved with changes.
2.0	Information Sharing: Daniel:	AP 3450 & AP 5142 – Daniel shared that both AP’s will be going to the full Senate on Oct 25 th as a discussion item. A new student representative was introduced to the Council. The student’s name is Karina Maureira.	Informational
3.0	Ongoing Issues:		
a.	AP 4225-Course Repetition and Withdrawal – Audrey/Eric	Bob Hughes clarified issues related to implementing the drop without a “W” coinciding with the census date. During the Fall Semester, for 16 week courses, a drop without a “W” census date was Sept 10, 2012. If a student entered into Banner at 12:00 a.m. to drop a 16-week course, they did not receive a W and the college still received apportionment. However, new updates will change this process.	ACTION: To reference AP 4228 – Significance Lapse of Time in section: Repeatable Courses and forward AP to the Academic Executive Board, and amend the date on the Schedule/Receipt.



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		<p>When a student drops at 12 a.m. on the census date, they will now receive a “W” and the college will get apportionment. He also shared that each CRN number has a unique census date and history date to the class.</p> <p>The Council recommends changing the date on the Schedule/Receipt in the section “Drops without a W”. This date should be the day before the census date.</p>	<p><u>Motion Moved by:</u> Eric <u>Motion 2nd by:</u> Micol <u>Approved:</u> Unanimously</p>
b.	AP 5075-Course Adds and Drops – Audrey/Eric	<p>The Council reviewed the following revisions:</p> <ul style="list-style-type: none"> • Change “approved” to “processed” • Amendments to #9 to include the contents of #10 • Add #10- Adding classes after the course has met 20%... <p>The Council discussed amending the “drop” section - #6 to mirror #9 in the “adds” section: <i>20% of a short-term course or the end of the 2nd week for sixteen week courses - prior to the collection of census for apportionment purposes. If a drop occurs before the deadline, no notation shall be made on the student’s permanent record.</i></p>	<p><u>ACTION:</u> Approved all previous revisions, amended the drop section - #6, and forward to the Academic Executive Board. <u>Motion Moved by:</u> Linda <u>Motion 2nd by:</u> Kristina <u>Approved:</u> Unanimously</p>
c.	AP 4228 – Significance Lapse of Time – George	<p>The Council discussed the following:</p> <ul style="list-style-type: none"> • Amending or combining AP 4228 with AP 4225 • Issue of grading policies and the interest of faculty • Discussing the option of 1) taking the highest grade, 2) taking the current grade, 3) taking the previous grade <p>Eric suggested putting this AP back on the agenda to revisit the</p>	<p><u>ACTION:</u> Putting item back on the agenda to address issues/concerns and to revise the AP. <u>Motion Moved by:</u> Eric <u>Motion 2nd by:</u> Micol <u>Approved:</u> Unanimously</p>



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		above issues/concerns and revise the AP.	
d.	Mt. SAC Student Success Plan – Dan	<p>Dan shared that an Overview session has been scheduled for November 16, 2012, 1:00 – 3:00 p.m., at Founders Hall Main Conference Room. The invitee list was shared with the Council. Dan explained that the invitee list was compiled based on the “governance” section within the plan.</p> <p>Juan Carlos shared his concerned that the Student Equity Committee Chairperson(s) were not on the list.</p> <p>The Council was reassured that all Student Preparation and Success Council members will be invited to the overview session.</p>	Informational
4.0	<p><u>Reports from Committees</u></p> <ul style="list-style-type: none"> ➤ Assessment & Matriculation – Jim Ocampo 	<p>Assessment & Matriculation: Jim reported the following:</p> <ul style="list-style-type: none"> • There was a misunderstanding regarding the student placement satisfaction in writing courses. It was clarified that the area of concern was only related to two AMLA courses. • The committee is collaborating with High School Outreach to host “A Day of Dialogue” with counselors, faculty and administrators from the feeder High Schools on December 7, 2012 at the 9C-Center. The faculty from the following departments will be invited: English, AMLA. Math, Learning Assistance. The purpose of this dialogue is to discuss the expectations of students taking Mt. SAC’s placement test and 	Informational



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	<p>➤ Student Equity – Juan Carlos Astorga/Phil Maynard</p> <p>➤ Basic Skills – Glenda Bro</p>	<p>to clarify expectations of different writing, math, and reading courses.</p> <p>A Council member asked if the reading policy will be amended. Jim stated it was best for the Council to start the discussion and then Jim can take the Council’s concerns to the committee. This item will be placed on a future agenda.</p> <p><u>Student Equity:</u> Juan Carlos reported the following:</p> <ul style="list-style-type: none"> • Phil Maynard and Hilary Lackery will present the flex day presentation to the Council on November 19, 2012. • Redeveloping committee goals based on the Student Services Task Force approved recommendations. • Working on updating the Student Equity Plan <p>Juan Carlos asked if the committee membership proposal was approved. Eric mentioned that the proposal was approved by Academic Senate but may not have gone to PAC. Eric will research and inform Juan Carlos of the status.</p> <p><u>Basic Skills:</u> Glenda reported that:</p> <ul style="list-style-type: none"> • The Basic Skill Annual Reports are done and were postmarked 10/11/2012. 	
5.0	<u>Pending Issues Carried over to 2012-13</u>		
a.	High School Assessment Pilot Testing at Mt.	Tabled	



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	SAC-Audrey		
b.	AP 5055 – Enrollment Priorities - Audrey	The Council received the following documents: <ul style="list-style-type: none"> • Current AP posted on the web • Proposed Title 5 change to establish system-level enrollment priorities (section 58108) 	The Council is to review the documents and be prepared to discuss at the next meeting on November 5, 2012.
c.	Counseling Intervention Plan – Alina/Tom	Tabled	
d.	Academic Integrity and Cheating Task Force and AP 4290 – Academic Honesty – Eric	Tabled	
e.	Captioning Task Force for prioritization of captioning -Eric	Tabled	
f.	CCSSE: Engagement Analysis – Audrey	Tabled	
g.	2011 Freshman Survey - Audrey	Tabled	
6.0	<u>New Issues:</u>		
a.	Best Practices for Student Feedback – Resolution 2012-XX	Tabled	
7.0	Set Agenda for next meeting: November 5, 2012	AP 5055 – Enrollment Priorities AP 4228 – Significant Lapse of Time	