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**Student Preparation and Success Council – Meeting Minutes**  
**November 5, 2012**  
**9B-Student Services Center- Ragan Room**

**Members**

- |                                   |                           |                   |                    |                 |
|-----------------------------------|---------------------------|-------------------|--------------------|-----------------|
| ▫ Audrey Yamagata-Noji (Co-Chair) | ▫ Daniel Smith (Co-Chair) | ▫ Eric Kaljumagi  | ▫ Kristina Allende | ▫ Tom Mauch     |
| ▫ George Bradshaw                 | ▫ Matt Judd               | ▫ Susan Wright    | ▫ Jim Ocampo       | ▫ LeAnn Garrett |
| ▫ Micol Christopher               | ▫ Glenda Bro              | ▫ Alina Hernandez | ▫ Linda Diaz       | ▫ Dennis Lee    |
| ▫ Jessica Zhang                   | ▫ Karina Maureira         |                   |                    |                 |

**Guest:** Carolyn Keys, Dean of Student Services & Juan Carlos Astorga, Student Equity Chairperson

| <u>Item</u> | <u>Agenda Topic</u>                                       | <u>Discussion</u> | <u>Recommendations</u>  |
|-------------|---|-------------------|---|
| 1.0         | Review Agenda & Minutes from Oct 15 <sup>th</sup> Meeting |                   | <p>The following changes were made to the minutes:</p> <ul style="list-style-type: none"> <li>• 2.0 Information Sharing – Should be AP3450</li> <li>• 3.b. AP 5075: Micol asked for clarification. “end of the second week for 16 week courses.” The 30% reference is related to adding classes. Intent was to mirror adds in the drop section. Amend: remove “30% of its total minutes” keep: “20% of a short-term course or the end of the second week”<br/>Strike: “fourth”<br/>Strike: “class has met for 30% of its total minutes.”<br/><b>SHOULD READ: 20% of a short-term course or the end of the 2<sup>nd</sup> week for sixteen week courses—prior to the collection of census for apportionment purposes. If a drop</b></li> </ul> |



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|             |  |  | <p><b><i>occurs before the deadline, no notation shall be made on the student's permanent record.</i></b></p> <ul style="list-style-type: none"> <li>• Correct spelling from Kristine to Kristina</li> <li>• 4.0 Assessment Committee –<br/>           Report from Assessment:<br/>           -first bullet --strike the "s" in concerns<br/>           -second bullet – strike the word "the" in "The purpose of this dialogue is to discuss the expectations of students taking Mt. SAC's placement test..."</li> </ul> <p><b>Motion made, seconded, approved minutes.</b></p> |
| 2.0         | Information Sharing:<br>Audrey:<br><br>Daniel: | Audrey: will send Arise newsletter<br><br>Eric/Dan: LeAnn will no longer be curriculum liaison, but remains a part of this council.  |  |
| 3.0         | <b>Updates:</b>                                |  |  |
| a.          | Captioning: AP 3450 & AP 5142                  | The following updates were provided: <ul style="list-style-type: none"> <li>• Grace and Don were present at the last Senate meeting to answer any questions.</li> <li>• Debate and vote in the Academic Senate scheduled for November 15.</li> </ul> | Dan will express the Council's commitment to the original version.   |



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|             |  | The Council discussed the amendment that was made by the Executive Board to the draft of copy sent forward from SP&S. One sentence: “suggested” that captions be turned on without an accommodation letter. Amendment has to be made on the floor of the Senate. The Exec Board doesn’t have the ability to change something from the Council; but the Board can recommend the amendment to the full Senate. The discussion at the Senate was “passionate”. Glenda will represent the Council to the Senate and focus on the concept of Universal Design. Kristina shared the legal/compliance concerns related to this issue. The Senate makes the recommendation to the College. |   |
| 4.0         | <b>Ongoing Issues:</b>                                     |  |   |
| a           | Mt. SAC Student Success Plan Overview Session- Audrey      | <p>Audrey reviewed the purpose of the Overview Session and the importance of SP&amp;S Council Members participating in the November 16 meeting. The following clarification was made to the Council:</p> <ul style="list-style-type: none"> <li>• The invitation list was based on the “governance column” on the plan. However, all of those who have been interested in attending have been invited.</li> <li>• The Council is open to input and variations to the recommendations.</li> </ul>   | The Council will ask for an update/Action Plan Response Report from committees, departments and others by early April of 2013. (This will allow SP&S and the Academic Senate to be updated and responsive in the current year). |
| b.          | Academic Integrity and Cheating Task Force Recommendations | <p>Carolyn Keys provided the following a re-cap of the work of the Task Force.</p> <ul style="list-style-type: none"> <li>• The group formed in 2010 to review the Chancellor’s</li> </ul>   | Recommendations were adopted by the Senate and by AMAC.   |



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|             |                     | <p>Office opinions related to giving a student an “F” grade for cheating.</p> <ul style="list-style-type: none"> <li>The Task Force memo to Richard McGowan (April 7, 2012) concurs with the Ralph Black opinion. A document, “Academic Senate Academic Integrity Task Force Analysis &amp; Recommendations regarding Black/Bruckman April 7, 2012” contains a recommendation regarding the due process handling of cases by the office of Student Life.</li> </ul> <p>Carolyn clarified the process that is used to review these cases, meeting with students, and taking disciplinary action. She also reviewed how students are notified and how faculty are notified (receive a copy of the initial notice to the student). If the student is suspended, the faculty member gets a copy of the notice. Student Life has implemented a “Notice of Disciplinary Outcome” that is sent hard copy to the faculty member. Recommendation D.1.a references a report “Office of Student Life” of which she is unfamiliar.</p> <p>Carolyn also presented a draft to AP 4290 (hasn’t gone forward) nor was the catalog language implemented pending Task Force actions. In 2010, the students reviewed this issue and were supportive.</p> <p>Recommendation (E): <i>Responsible parties develop and</i></p> | <p>Eric suggests that we review AP 4290 and the catalog language. Subsequent to this, an all-faculty communication will be sent and a Flex Day workshop will be held.</p> <p>Dan also talked of the suggested syllabus language.</p> <p>Eric recommends that SP&amp;S be the organization that carries forward the implementation aspects. A subcommittee of SP&amp;S to meet with Student Life to draft this language: Dan, Matt, Eric, Susan.</p> |



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|             |  | <p><i>implement a fuller, more comprehensive method of dissemination and education intended to define and articulate principles associated with academic integrity.</i></p> <p>Carolyn clarified that she and the original members of the Task Force were not included in the reconvening of the Task Force in 2011-12.</p>   |   |
| b.          | AP 4228 – Course Repetition – Significant Lapse of Time – George | <ul style="list-style-type: none"> <li>• The following is a recap of prior discussion in SP&amp;S: There is a gap between what Banner does and our policy. The current policy is that the original grade remains, despite the repeat. However, Banner is presently taking the higher grade.</li> <li>• Concern about increasing the numbers of students with passing grades of “C” or higher wanting to repeat to get the higher grade. However, these students are automatically blocked and they must file a petition if they want to repeat.</li> <li>• Linda Diaz clarified that a UC or CSU will only take the first grade, regardless of Mt. SAC taking the second grade – unless there is a recency issue. The Mt. SAC GPA will reflect the higher grade, but UC/CSU recalculates the GPA. Frequently, the student needs a particular grade in a particular course and not necessarily the GPA.</li> </ul> | <p>The Council suggested to look at making amendments:</p> <p>The petition needs to come to Dean, Enrollment Management for the override to repeat the class (not the Dean, Counseling).</p> <p>Bring back with suggested revision to next meeting.</p> |



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| c.          | AP 5055 – Enrollment Priorities – Audrey/George/Tom/Daniel | <p>The details of the title 5 section 58108 were reviewed. Most specifically, we will need to address the following in a timely manner.</p> <ul style="list-style-type: none"> <li>• Need a notification process (section j)</li> <li>• Need an appeals process (section n)</li> <li>• Two consecutive terms on academic/progress probation</li> <li>• 100 unit limit of degree applicable work</li> </ul> <p>After first term, student on probation must attend an online student success workshop. These students can be notified via this online workshop. The counseling department has started holding registration for first time probationary students and is planning to develop a similar process for students on continuing probation. Currently, students on continuing probation are not prevented from registering. The following was reviewed:</p> <ul style="list-style-type: none"> <li>• Section n it provides for an appeals process.</li> <li>• Probation is based on cumulative GPA. Can we just put in an automatic “appeal” under “significant academic improvement?”</li> <li>• Math 51 and English 68 are considered degree applicable.</li> </ul> | <p>The Council agreed to the following suggestions:</p> <ul style="list-style-type: none"> <li>• Angel was asked to work with the Counseling department on a proposal related to working with students on 2 consecutive semesters of academic/progress probation and the notification messaging/process to these students.</li> <li>• George will continue to research with IT the identification and profile of students in excess of 100 units.</li> <li>• The timeframe hand-out will be reviewed at the next meeting.</li> </ul> |



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|             |   | <p>Dan presented a draft of AP 5055 from him and Eric. Their recommendation took out high school matriculants and non-credit students as a means of collapsing the categories.</p> <p>Jessica shared that students believe their priority registration is impacted based on their GPA. Jessica also raised the concern that honors students also believe that they deserve priority registration due to the cutback of honors courses (Matt and Kristina confirmed that honors courses are restricted and have not been cut back in their division/department). Honors program is growing but in general, sections are shrinking. Honors classes are also restricted in numbers – so that for the same amount of money, fewer students are being served. Linda brought out that the retention and success rates are higher in Honor. Tom brought out the similar statistic in Bridge.</p> <p>Jessica suggested limiting priority registration to a set number of units.</p> <p>Eric shared that the Senate is studying a separate priority date for courses in the student's major.</p> |   |
| 5.0         | <b><u>Reports from Committees</u></b>   |   |   |
| a.          | Assessment & Matriculation – Jim Ocampo | Jim shared the following: <ul style="list-style-type: none"> <li>• MDTP-sponsored survey on math placement.</li> </ul>  | Eric suggests that the request of another representative to the Assessment Committee go forward to the Senate |



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|             |  | <ul style="list-style-type: none"> <li>• Facilitators are working on the rubric as part of a basic skills grant.</li> <li>• A matriculation conference will be held next week.</li> <li>• A joint counselor/faculty session will be held to enhance understanding of placement tests and results.</li> </ul> <p>Kristina asked about LERN's request for another representative to the Assessment Committee, especially light of the size of the ELJ department.</p> | as a recommendation to the change in membership. |
| b.          | Basic Skills – Glenda Bro                                    | Glenda shared the following:<br>Call for proposals and rubric going out to faculty beginning of December and due 4/1/13.  |  |
| c.          | Student Equity – Juan Carlos Astorga/Phil Maynard            | Student Equity will present to SP&S at our next meeting.  |  |
| 6.0         | <b><u>Pending Issues Carried over to 2012-13</u></b>         |   |  |
| a.          | High School Assessment Pilot Testing at Mt. SAC-Audrey       |   |  |
| b.          | Counseling Intervention Plan – Alina/Tom                     |   |  |
| c.          | Captioning Task Force for prioritization of captioning -Eric | Tabled  |  |
| d.          | CCSSE: Engagement Analysis – Audrey                          | Tabled  |  |





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| e.          | 2011 Freshman Survey - Audrey  | Tabled            |                        |
| 7.0         | <b><u>New Issues:</u></b>  |                   |                        |
| a.          | Best Practices for Student Feedback - Resolution 2012-XX   | Tabled            |                        |
| 8.0         | <b><i>Set Agenda for next meeting:<br/>November 19, 2012<br/>-Student Equity Flex Day<br/>Presentation – Phil Maynard &amp; Hilary Lackery</i></b> |                   |                        |