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**Student Preparation and Success Council – Special Meeting Minutes**  
**April 8, 2013**  
**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       | ▫ Micol Christopher |
| ▫ Glenda Bro                      | ▫ Alina Hernandez         | ▫ Linda Diaz     | ▫ Dennis Lee       | ▫ Anissa Lozano     |

**Guest:** Angel Lujan, Counseling

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
1.0	Review Agenda & Minutes from April 1 <sup>st</sup> Meeting	Review of minutes: correct Susan’s absence to only once. Our new student is Anissa Lozano. Corrections: “Finalized” to “use”.	Minutes approved with corrections.
2.0	Information Sharing:	<p>Audrey shared the article “San Gabriel Valley community colleges offer resources, classes to help students succeed.”</p> <p>Dan attended meetings on Field Trips and “G)” program (study abroad) – issues related to faculty limited liability for field trips. Students must find their way to offsite locations for field trips.</p>	Informational
3.0	<b><u>Ongoing Issues:</u></b>		
a.	AP 5055 – Enrollment Priorities – Dan	<p>Dan explained that at the last meeting there was a good faith effort to agree on certain aspects, hoping to pass out the AP today in order to have Senate address it this current year.</p> <p>The Council discussed the following:</p> <ul style="list-style-type: none"> <li>• The shift of Connect 4 students from a higher priority level to after</li> </ul>	<b><u>ACTION:</u></b> Proceed to send the AP forward, with the caveat that the appeals process will only reference extenuating circumstances at this time. “A student may



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		<p>continuing students. Eric shared concern about key courses like Chemistry and other competitive science courses. Tom shared that only 2% of Connect 4 students enrolled in courses like Chem 40.</p> <ul style="list-style-type: none"> <li>• Implementation is either Summer 2014 or Fall 2014. The only requirement for Spring 2013 is to notify students about the change in legislation.</li> <li>• Timeline of the AP going through the governance process: After SP&amp;S, this goes to the Academic Senate and to PAC. Eric counseled that if this does not get out today, it probably will not make it to the Academic Senate agenda in this academic year.</li> </ul> <p>It was suggested to move part of AP 5055 forward and to continue work on other sections (appeals, high unit majors, exemptions like AP). Or, the Council would wait until all aspects are complete before sending it forward.</p> <p><b>Concern:</b> If part of the AP is sent forward and the other portion follows, will the “passed” portion be “re-opened”? The Council agrees that this AP need to get worked out in Fall of 2013. Can the AP refer to an appeals process only?</p>	<p>appeal to the Dean of Counseling the loss of priority enrollment status due to extenuating circumstances.” This sentence will be added to the end of the proposed AP 5055.</p> <p><b>Motion Moved by:</b> Alina <b>Motion 2<sup>nd</sup> by:</b> Dan <b>Vote:</b> Yes: 14; No: 1</p> <p>The Council made recommended changes and will continue further discussion (i.e. Honors Program Proposal) on the AP at the next meeting on April 15<sup>th</sup>.</p>
b.	Draft Appeal Process from Counseling: Tom & Angel Lujan	<p>Angel reported that the subcommittee of George, Tom, and Angel drafted an Appeals Process. This draft stills to be presented to the Counselors. Their draft includes consideration of the following:</p> <ul style="list-style-type: none"> <li>• Currently active</li> </ul>	<p>Tom recommended taking this discussion forward to the Counseling Department. The Council unanimously</p>



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		<ul style="list-style-type: none"> <li>• In good standing (2.00 GPA or higher)</li> <li>• No more than 3 changes of major and or ed goal</li> <li>• Must be within four courses from completing declared major or goal (certificate, degree, transfer)</li> <li>• Appeal valid for no more than 3 terms</li> <li>• Must have less than 120 units at Mt. SAC (exempting basic skills courses)</li> <li>• Have an approved education plan (maybe)</li> </ul> <p>The subcommittee recommendation is that students should meet all of these 7 factors; hoping to automate the approval based on this information.</p> <p>Alina asked for clarification of “active” student. George explained that this is to be automated such that students will not be appealing through a request, but that the appeal would be automatically granted based on meeting these criteria. The idea was not to make students jump through any additional hoops to appeal. This is still in the discussion phase.</p> <p>The Council discussed the following:</p> <ul style="list-style-type: none"> <li>• Is the number of major/goal changes relevant if the student is only 4 courses short? The reason for a GPA cut off is to reward students in good standing. If MAP is accurate, the degree audit function could be used to calculate the number of courses remaining for the student to reach his/her goal.</li> <li>• Dan expressed a desire to have an in-person counselor intervene in</li> </ul>	<p>agreed. Tom or Angel will update the Council at the next meeting April 15<sup>th</sup></p>



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		<p>appeals.</p> <ul style="list-style-type: none"> <li>• Since we don't have a formal process for declaring and limiting a student's goal, limiting the count to three changes of major could be punitive when changing the major as part of the student's career exploration.</li> <li>• Title 5: 58108 also allows districts to exempt from the 100-unit limit units for high unit majors and units earned through advanced placement, IB, credit by exam.</li> </ul> <p>Title 5 58108 (n) specifies that the college "shall establish written procedures by which a student may appeal the loss of priority enrollment status due to extenuating circumstances."</p>	
c.	AP 5075 & AP 4225 – Dan/Eric	Tabled	
d.	BP 5010 – Admissions	Tabled	
e.	Mt. SAC Student Success Plan	<p>It was reported the date of the Student Success Conference – Part 2 is Friday, May 10, 2013 from 9:00 a.m. – 12:00 p.m. in Founders Hall-Main Conference Room.</p> <p>The goal for this conference will be as follow: Review progress reports on Mt. SAC Student Success Plan -Presentation on "Student support (Re) defined -Integrating State Student Success goals into our work at Mt. SAC</p>	Audrey will review with Dan and revise the report back template.



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<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
4.0	<b><u>New Issue:</u></b>		
a.	AP 5520 – Student Discipline Procedures – Dan/Eric	Tabled	
a.	Report Assessment Data – Jim	Tabled	
4.0	<b><u>Reports from Committees</u></b>		
a.	Assessment & Matriculation – Jim Ocampo	Tabled	
b.	Basic Skills – Glenda Bro 11/29/2012 - Minutes	Tabled	
c.	Student Equity – Juan Carlos Astorga/Phil Maynard	Tabled	
5.0	<b><i>Set Agenda for next meeting: April 15, 2013</i></b>		