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Student Preparation and Success Council – Meeting Minutes
May 20, 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 | ▫ LeAnn Garrett |
| ▫ Micol Christopher | ▫ Glenda Bro | ▫ Alina Hernandez | ▫ Linda Diaz | ▫ Dennis Lee |
| ▫ Anissa Lozano | | | | |

Guest: Juan Carlos Astorga, Student Equity Co-chair

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendation</u>
1.0	Review Agenda & Minutes from May 6 th Meeting	Minutes—recommended change: clarified discussion about using the DRP for placement and competency: <i>One of the arguments has been that a placement test should not be used for competency (per Title 5).</i>	Minutes approved unanimously with the one change accepted.
2.0	Information Sharing: Audrey: Daniel:	Audrey shared the Chancellor’s Office communication Dan thanked Lucy and Audrey for the preparations involving the Student Success Conference “Sequel”.	
3.0	Review of Committee Membership/Function/Purpose/Schedule of meetings	Purpose and Function: Council agreed that these are appropriately described. Council Make-Up: Dennis suggested a representative from SP&S attend the Associated Students meeting to encourage participation as student representatives on SP&S. Faculty members will be: Micol through 2014, Kristina for another 3 years (2013-16). Barbara Gonzales will take Susan’s place (2013-16); Eric/Dan will check on LeAnn’s status (2011-14).	Consensus was made to approve the purpose/function and the Council membership and forward to the President’s Office. Suggest working on developing goals/objectives in the Fall when the Council reconvenes.



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		<p>Matt Judd and Linda Diaz have agreed to be reappointed. Meeting times: 1st and 3rd Mondays, 2:00 – 4:00 p.m., Student Services Center (9B), Ragan Room</p> <p>IEC via the President's Office has not sent out goals/objectives reporting template.</p>	
4.0	<u>Ongoing Issues:</u>		
a.	AP 5075 – Dan/Eric	<p>Academic Senate is concerned on how to better inform students of withdrawal dates, especially for late start/short term classes in which the last day to drop is close/similar to the beginning of the course.</p> <p>George clarified that the precise drop date is listed on the student's schedule, which is specific to the particular course. The dates vary based on the start date and end date, the number of units (hours the class meets), the number of days the course meets per week, etc. Every student must check every class.</p> <p>Another concern is to have the same language in the catalog as in the AP.</p> <p>George explained the critical nature of the census date. There was a Banner issue in using an add code to add a class as it overrides the drop dates. Since this created an unfair situation, this automatic functionality was removed. Also, Financial Aid agrees</p>	This AP is still in the Senate.



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		<p>with the earlier (20%) drop date to prevent students from going into repayment for getting paid for being in classes that they already dropped.</p> <p>This is still in the Senate. The district's preferred practice (20%) is already in place. Eric explained that the Senate will either protest the district's the decision and change course or accept it.</p>	
b.	Mt. SAC Student Success Conference II – Audrey/Dan	<p>Lucy shared the report she had compiled from the progress reports sent to her by various committees and departments. Professional Development would like to update theirs.</p> <p>Review of the Conference: 57 attended, including students, faculty, staff, and administrators. 175 were invited. Overall: students' comments tied into the RP Group's presentation. The RP Group speaker did a great job in presenting research.</p> <p>Eric expressed concern about our local Student Success Plan being incomplete in some areas and the impact of state mandates.</p> <p>Glenda suggested that if we have met a particular need, to take it off. Dan stated that we should maintain a log of our progress.</p>	Dan, Alina, Audrey will meet over the summer to better synthesize our results and next directions.
c.	AP 5520 – Student Discipline Procedures – Dan/Eric	Dan reported that Carolyn wrote the draft that was shared at the last meeting. Carolyn wanted to change the 7-day timeline to 10 days for reporting incidences. Concern: is not finding out about the cheating until a later date – suggest that language be inserted to	<p>Action: To approved the following language change:</p> <ul style="list-style-type: none"> • <i>within 10 working days of the discovery of the incident</i>



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		<p>clarifying the reporting of cheating deadline is based on the date of the discovery of the cheating. (Incidences can't be reported prior to knowing that it happened). The following language was suggested:</p> <ul style="list-style-type: none"> • <i>within 10 working days of the discovery of the incident</i> • clarify "days" to be "working days." <p>Matt raised the concern from faculty: there is insufficient feedback back to the faculty. It is assumed that if the misconduct was not serious, or there was no consequence, then no report back is given to the faculty. The AP describes notifying professors if students have been suspended. There is concern that without reporting back to the faculty, faculty will distrust the process. There are privacy issues related to providing explicit, detailed feedback back to the faculty. This will need to be researched to be fully explained to the Council.</p>	<ul style="list-style-type: none"> • References to "days" should be <i>working days</i>. <p>Approved: Unanimously approved by consensus. Dan will take it forward with changes to the Senate Executive Board. Audrey will take it to President's Cabinet for information.</p> <p>Follow-up:</p> <ul style="list-style-type: none"> • Audrey will speak with Carolyn about follow-up with faculty, further research as to privacy issues in sharing details with faculty needs to be conducted and clarified with faculty. • Audrey will ask Carolyn to provide the Student Discipline Annual Report to SP&S in the fall. • Additionally, legislation that



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			was passed regarding student discipline that will be reviewed in the fall.
5.0	<u>New Issues</u>		
a.	AP 5010 – Admissions – George	<p>George brought forward revisions to AP 5010 (red is strike-out; green is new language) to be more inclusive and incorporate existing processes. For example, more references are included; change in reference to the Dean of Enrollment Management; redundant language was stricken. Major changes:</p> <ul style="list-style-type: none"> • Regularly Admitted Domestic Students • Provisionally Admitted Domestic Students—concerns in describing who this population is and when/how they are changed from provisional to regular. This language was developed to address students without a high school diploma that are entering under the provision of “ability to benefit.” This is language from the Education Code and is thereby included. • Admission to Specialized Programs • Special Admit – must reapply every term • International Student Admissions • Admission Residency Status <p>Special Admit in AP 5010 references K-12; Admission and Concurrent Enrollment of High School and Other Young Students in</p>	<p>Action: To approve the AP with the following revisions:</p> <ul style="list-style-type: none"> • Suggestion to remove the quotes from “regular” or “regularly” or “provisionally”. • Strike “in the Administrative Procedures” from Admission to Specialized Programs. • Recommend removal of “The College President/CEO shall establish procedures regarding evaluation of requests for special admittance of a student who is identified as highly gifted” – since it is in AP 5011. • International Students: Strike: <i>Students will be</i>



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		<p>AP 5011 references students in grades 10-12. We may need to change AP 5011 to K-12. Concern: that the wording is “a K-12 student is eligible to attend as a special part-time student for advanced scholastic or vocational courses.” Suggestion to change it to “to apply” instead. Straw vote: “to attend” (8); “to apply” (3).</p> <p>Recommend removal of “The College President/CEO shall establish procedures regarding evaluation of requests for special admittance of a student who is identified as highly gifted” – since it is in AP 5011.</p> <p>International Student Admissions references the IELTS test – the faculty has approved the use of this test. Strike: <i>Students will be required to take the Assessment of Written English (AWE)....</i></p> <p>In Admission Residency Status – take out the redundant reference to each category: Resident: <i>one who is eligible</i>; Non-Resident: <i>one who is</i> International: <i>one who is on or will be</i></p>	<p><i>required to take the Assessment of Written English (AWE)....</i></p> <ul style="list-style-type: none"> • In Admission Residency Status – take out the redundant reference to each category: Resident: <i>one who is eligible</i>; • Non-Resident: <i>one who is</i> International: <i>one who is on or will be</i> <p>Approved: Unanimously with suggested amendments and will be forwarded to Academic Senate Executive Board.</p>
b.	AP 5011 – Admissions and Concurrent Enrollment of High School and Other Young Students - George	Insufficient Time	
6.0	Reports from Committees		
a.	Assessment & Matriculation – Jim Ocampo	Insufficient Time	



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b.	Basic Skills – Glenda Bro Minutes: 4/25/203	Insufficient Time	
c.	Student Equity – Juan Carlos Astorga/Phil Maynard	Juan Carlos handed out a clarification of the committee review. The Council will review next week.	
7.0	Set Agenda for next meeting: June 3, 2013	Agenda for June 3, 2013: <ul style="list-style-type: none"> • Review 2012-13 Year-End Accomplishments: • AP 5011 • Academic Senate Direction on AWE Pilot • Student Equity Committee • Scholarship Committee Report • Set Agenda for 2013-14 	