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Student Preparation and Success Council – Meeting Minutes
June 3, 2013
9B-Student Services Center- Ragan Room

Members

<u>X</u> Audrey Yamagata-Noji (Co-Chair)	<u>X</u> Daniel Smith (Co-Chair)	<u>X</u> Eric Kaljumagi	<u>X</u> Tom Mauch	<u>X</u> George Bradshaw
<u>X</u> Matt Judd	<u>X</u> Susan Wright	<u>X</u> Jim Ocampo	<u>X</u> Alina Hernandez	<u>X</u> Linda Diaz
<u>X</u> Juan Carlos Astorga	<u>X</u> Dennis Lee	<u>X</u> Anissa Lozano		

Absent: Micol Christopher, Glenda Bro, Kristina Allende

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
1.0	Review Agenda & Minutes from May 20 th Meeting	<p>The following corrections will be made:</p> <ul style="list-style-type: none"> • Correct spelling of LeAnn’s first name in the minutes. She has not returned to the Council meetings. • Remove text from “Recommendation” 4.0a AP 5075 from minutes as it is already under “Discussion”. • Correct spelling of “president” in 5.a. AP 5010 under “Recommendation”. 	<p>The Council unanimously approved the minutes with corrections.</p> <p>Dan will follow-up to see if LeAnn will continue to serve on the Council.</p>
2.0	Information Sharing:	Audrey shared a flyer about a speaker sponsored by DSPS and the Associated Students: Jonathan Mooney.	Informational
3.0	Review of Student Equity Committee Membership/Function/Purpose/Schedule of meetings – Juan Carlos	<p>Susan Wright raised the concern that an ongoing representative from Non Credit be included on the Student Preparation and Success Council. The preference was for a full-time faculty member. There are six slots for faculty members in all and two are available each year.</p> <p>Juan Carlos reviewed the Student Equity Committee Membership/Function/Purpose. The Committee information on</p>	<p>Agenda for Fall will include an invitation to Susan Wright to attend and review the Council membership.</p> <p>Clarification: Tony Rivas and Barbara Quinn will serve 2013-2016.</p> <p>Action: The Council unanimously</p>



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		file with the President's office is not current. The following was discussed: <ul style="list-style-type: none"> • The membership of the committee and appointments to the committee. 	approved the Student Equity document. Juan Carlos will forward the membership, purpose and function to the Academic Senate for approval.
4.0	Review 2012-13 Year-End Accomplishments - Audrey	Audrey presented the draft of the Year-End Accomplishments report.	Action: Council members will review and respond back to Lucy De Leon with corrections, additions, deletions.
5.0	Ongoing Issues:		
a.	AP 5520 – Student Discipline Procedures – Audrey	Carolyn Keys attended the meeting to present some suggested revisions. Carolyn's most recent changes are in green and the prior changes recommended are in red. The following are the recent changes: <ul style="list-style-type: none"> • Under "Short-term Suspension" and "Long-term Suspension" – it should read "10 working days" instead of 7. • Under "Conduct of the Hearing": add "working" to 5 working days; exclude "either by tape recording or stenographic recording" references. • Under "College President/CEO's Decision": clarification language that the Vice President of Student Services is the designee of the College President/CEO. • Under "Expulsion": strike forwarding the President's decision to the Board as it is assumed that the 	Action: To approve the minutes with suggested revisions Motion Moved by: Linda Motion Seconded by: Alina Approved: Unanimously



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		<p>President’s decision (to forward it to the Board) is final. Suggested this language: “The President makes the final decision as to whether the case shall be forwarded to the Board of Trustees.”</p> <ul style="list-style-type: none"> • Under “Immediate Interim Suspension”: Strike “College President/CEO” and include “Student Life Director, Public Safety Officers and Adult Basic Education Director”. • Under “Removal from Class”: remove “College President/CEO”. • Under “Withdrawal of Consent to Remain on Campus”: there was discussion as to whether this section should remain in the 5000 series related to students or should be in the 3000 series related to the general campus. This is in Penal Code, not Education Code 626.4. Suggestion is to strike: “within the period of the withdrawal” in the 2nd paragraph. • Remove “College President/CEO” from “If consent is withdrawn by the Director, Student Life, a written report must be promptly made to the Student Services Vice President.” • Strike “In no case shall consent be withdrawn for longer than five (5) days from the date upon which consent was initially withdrawn.” • Under “Hearing Panel” Eric questioned the process for 	



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		<p>the Senate’s appointment of faculty to serve on hearing panels since recent practice did not align with the written procedure.</p> <ul style="list-style-type: none"> • Suggested to insert all legal and regulatory citations. <p>Carolyn addressed the concerns that Student Life was not responding to faculty after their discipline referrals. Carolyn reassured the Council that this feedback loop is in place but that sometimes it takes time in order to respond back to the faculty member, especially when working through due process.</p>	
b.	AP 5010 – Admissions – Dan/Eric	<p>This AP was brought back due to conflicts that the Senate saw with AP 5010 and BP 5010.</p> <p>The following are suggested changes:</p> <ul style="list-style-type: none"> • Under “Admissions to Specialized Programs” omit “President/CEO” in the last line – end with “College.” • Change “Special Admit” to “Special Admissions”. • Include a reference to AP 5011—Admission and Concurrent Enrollment of High School and Other Young Students. • “Admission to Specialized Programs” – discussion focused on the lack of specific information about what the standards are and how they can be met. This varies by program and is usually included in the college catalog. It was suggested to add: “Current requirements for admission to specialized programs are included in 	<p>AP 5010 and AP 5011: Dan and George will meet over the summer to work out the specific language changes both AP’s.</p> <p>BP 5010: The BP was already approved by Council and is moving forward through the governance process.</p>



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		the college catalog.”	
6.0	<u>New Issues</u>		
a.	AP 5011 – Admissions and Concurrent Enrollment of High School and Other Young Students - George		See Item 5.0b
b.	Academic Senate Direction on AWE Pilot- Dan/Eric	<p>Jim Ocampo reported on the work that has been historically done to validate the AWE. A “resolution to a committee” was passed by the Senate to direct the Assessment and Matriculation Committee to “<i>devise a formal pilot study, in conjunction with Research and Institutional Effectiveness, all current AWE facilitators, and Beta Meyer as representative from Senate Executive Board, for the purpose of assessing the effectiveness and validity of the AWE rubric revision.</i> Jim clarified that the rubric was meant to be “a living document” and that changing the rubric does not affect approval to use the AWE by the Chancellor’s Office.</p> <p>The Assessment and Matriculation Committee is studying the possibility to move forward with using the new rubric and studying its impact. English and AmLa departments believe that they should use the new rubric and assess the effectiveness and validity of it. There is considerable discussion about the ability of the English and AmLa departments to change the rubric for the AWE and the placement processes into English and AmLa courses.</p>	<p><u>Action:</u> The Council unanimously recommends that Assessment and Matriculation implement the revised AWE rubric and conduct research based on the application of the revised rubric in line with the interpretation of the resolution from the Senate.</p>



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7.0	Reports from Committees		
a.	Assessment & Matriculation – Jim Ocampo		See item 6.0b
b.	Basic Skills – Glenda Bro	The Council received the Basic Skills Committee Minutes from May 9, 2013	Informational
c.	Student Equity – Juan Carlos Astorga/Phil Maynard		See item 3.0
8.0	Set Agenda for 2013 – 14	<ul style="list-style-type: none"> • Catalog Rights for Degrees • Implementation of the Student Success Act • Review the Score Card • Continue our work on Student Success Plan and tie it to the Educational Master Plan • Review Reading Requirement for Graduation 	