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Student Preparation and Success Council – Meeting Minutes
November 18, 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> Kristina Allende | <u>X</u> Tom Mauch |
| <u>X</u> George Bradshaw | <u>X</u> Matt Judd | <u>X</u> LeAnn Garrett | <u>X</u> Micol Christopher | <u>X</u> Glenda Bro |
| <u>X</u> Alina Hernandez | <u>X</u> Linda Diaz | <u>X</u> Barbara Gonzalez | <u>X</u> May Ochoa | |

Absent: Jim Ocampo, Elisabeth King, Kelsey Breland

Guest: Juan Carlos Astorga, Student Equity Co-chair

| <u>Item</u> | <u>Agenda Topic</u> | <u>Discussion</u> | <u>Recommendations</u> |
|-------------|---|--|---|
| 1.0 | Review Agenda & Minutes from November 4 th meeting | The following changes will be made to the minutes: <ul style="list-style-type: none"> • Page 2 – Dan’s information sharing: “ACCJC – and inform colleges in developing their own goals.” • Page 4 - 4b: Change year to May “2013” | Action: Minutes approved unanimously with changes noted. |
| 2.0 | Information Sharing: Audrey: <ul style="list-style-type: none"> • AP 5055 – Enrollment Priorities – Update -Fall 2013 Enrollment Data report to PAC • Board of Trustee PowerPoint Presentation-Oct 23rd: Implementation of the Student Success and Support Program • AP 5142 – Captioning - Update | Audrey shared the following AP updates: <ul style="list-style-type: none"> • AP 5055 – Enrollment Priorities: This AP was presented at PAC and approved, as was sent forward from SP&S, and will go to the Board of Trustees as an information item December 11th. • AP 5075 – Course Adds and Drops: This AP is going to the Board of Trustees as an information item on November 20th. • AP 5142 - Captioning: This AP was on the | Informational |



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| | | <p>October Board of Trustees agenda as an information item.</p> <ul style="list-style-type: none"> • Audrey shared the SSSP PowerPoint Presentation she gave to the Board of Trustees in October 2013. • Graduate Survey: Audrey reported that she, Alina, and Annel Medina from RIE met to discuss that the Graduate Student Survey should focus more on a review of what students learned, how they believe they have changed, and how they have benefitted as students at Mt. SAC. • It was shared that QUICKR is now being used as the electronic system to track changes to APs and BPs. Dan shared that Denise Lindholm has suggested that when APs or BP's are revised and is forward to Academic Senate, they are to be uploaded into QUICKR. | |
| 3.0 | <u>Reports from Committees</u> | | |
| a. | Assessment & Matriculation – Jim Ocampo | Audrey and Tom shared that members of the Committee were invited to attend and participate in | Informational |



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| | | <p>the High School Educators Conference. Audrey expressed gratitude for the participation of English, LERN and Math faculty in the discipline dialogs with high school English and Math teachers/department chairs.</p> <p>The October meeting minutes have not been approved. The committee’s next meeting will be on November 20th.</p> | |
| b. | <p>Basic Skills – Glenda Bro</p> <ul style="list-style-type: none"> • Minutes: 10/24/2013 • Call for Basic Skills Proposals 2014-15 • Mt. Sac Basic Skills Proposal Rubric – 2013-2014 | <p>Glenda shared that mid-term progress reports have been sent out and will be due at the beginning of the Spring semester.</p> <p>Call for Proposals were reviewed. The following was shared:</p> <ul style="list-style-type: none"> • There is a new cover sheet with more clarity on what types of activities that will be approved for funding. • The Proposal template is the same • Requests must align with the current year’s goals • The rubric remains unchanged. | Informational |



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| | | Glenda shared: <ul style="list-style-type: none"> • Although travel and conference was funded in 2012-13 and 2013-14, travel and conference will not be funded in 2014-15 • Those who attended the October 2013 Student Success Conference will be reporting out at the winter Flex Day. | |
| c. | Student Equity – Juan Carlos Astorga/Phil Maynard | Juan Caroles reported the following: <ul style="list-style-type: none"> • There was no meeting due to the Veteran’s Day holiday. • reviewed the current status of the Student Equity Plan: <ul style="list-style-type: none"> -2005: Board of Trustees approval -2009: update to plan completed -Barbara McNeice-Stallard will join their next meeting to explain how they will receive data for the Plan update. -Chau Dao, Director of Financial Aid, will also meet with the Committee to review changes to the BOGW and the impact on students and how Financial Aid will be monitoring the impact and communicating with students. | The Council recommended the following: <ul style="list-style-type: none"> • Juan Carlos will attempt to gather more information about the proposed Student Equity Plan currently under development and update the Council. |



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| | | <ul style="list-style-type: none"> • Juan Carlos also mentioned that neither he nor Phil Maynard were invited to participate in the Extended PAC meeting to participate in addressing student equity issues as they relate to the college's strategic plan. | |
| 4.0 | <u>Continuing Agenda Items</u> | | |
| a. | AP 5012: International Students - George | <p>George presented updates to 5012. The following was discussed:</p> <ul style="list-style-type: none"> • “Met the English proficiency requirement” was meant to be an umbrella term that refers to meeting the minimum scores on TOEFL and IELTS, as well as articulation agreements with CPPELI, etc. • The language in 5010 that was deleted at the October 21, 2013 meeting defined the minimum scores for TOEFL and IELTS or AWE. This language is detailed in the catalog. • Suggestion to change “Completed” an Application Processing Fee to “Paid”. • “Provided TB (Tuberculosis) test results” is ambiguous – how do we interpret this? Answer: If TB test is positive, must submit a chest x-ray. • Opening paragraphs speaks to economic hardship. It was suggested to label this section | <p><u>Action:</u> To make the following recommended changes to the AP:</p> <ul style="list-style-type: none"> • Add back in deleted language from AP 5010 regarding specific scores; • change "Completed" to "Paid" the “Application Processing Fee.” • Make a heading for the first paragraph: “Economic Hardship Exemption”) and move it to the end of the AP. • Change references of INS to ICE. • Delete reference to Non-resident tuition as it is already in BP 5030 – Fees. • Reference the official “name” for I-20 and I-94. • Consider referencing E – “completed coursework ...” as part |



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| | | <p>as “Economic Hardship Exemption” and move it to the end of the AP</p> <ul style="list-style-type: none"> • Clarification of 76140: A district may exempt non-residents enrolled in 6 or fewer units; or non-residents who have a financial need (not more than 10% may be exempted); students as of 8/25/05 Alabama, Mississippi or Louisiana who were impacted by Hurricane Katrina. • Suggestion to change INS to ICE, Department of Homeland Security. • Delete International Student text and revise section to be titled: “Admission and Enrollment Requirements” and include the International Students Orientation requirement. • When a student is transferring from another college, item B.4 states that the student must have completed the equivalent of English 68 – are we really checking for this? Answer: No – we are simply checking that they are in good standing. Suggestion to remove the reference to English 68. • Suggestion to provide the formal name of the I-20 and the I-94. | <p>of the re-insertion of testing.</p> <ul style="list-style-type: none"> • Remove reference to English 68 for students who are transferring from another college. • Delete section heading “International Student’s Status and Eligibility” • Move bullet “International F-1 Visa students must complete the International Students Orientation prior to enrollment.” to section “Admission & Enrollment Requirements as item “F”. <p><u>Recommendation:</u></p> <ul style="list-style-type: none"> • George will make the changes and bring back to the Council for one last review on December 2nd. |



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| b. | AP 5013: Students in the Military – George/LeAnn | The following was discussed: <ul style="list-style-type: none"> • LeAnn states that the title is incorrect: military personnel, federal service employees, and dependents of either. • Suggests title change: “Military Personnel and Federal Service Employees and Their Dependents.” • “Armed Forces of the United States” is the appropriate term and should be capitalized. • LeAnn reported that a military member who is transferred on military orders is different than deployment. A student can retain residency of their home state if a military member is stationed in another state. (reference Title 5). • Discussion on catalog rights for students who were deployed or assigned to active duty. AP language currently states that, “If the student returns to Mt. SAC within a year of completing their assigned deployment their catalog rights will be reinstated.” It is suggested to change this to “within TWO YEARS”. | <p>Action: To change catalog rights from 1 year to within 2 years.</p> <p>Motioned moved by: Linda Diaz</p> <p>Motioned 2nd by: Micol Christopher</p> <p>Approved: Votes: 1 - no, 7 - yes, 2- abstained</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • LeAnn will make the change and bring back to the Council for one last review on December 2nd. |
| c. | AP 5015: Residence Determination – George | Tabled | Review and discuss at the next meeting. |
| d. | Clarification regarding: Re-testing policy and reading competency test | Tabled | Discuss at the next meeting. |



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| 5.0 | <u>Future Agenda Items:</u> | | |
| a. | Evaluate/discuss issues to be reviewed by the Council- Audrey | | To discussed at the next meeting. |
| b. | AP 5520: Student Discipline Procedures – Carolyn/Audrey | Audrey explained that CCLC (Community College League of California) has recommended additional changes to AP 5520. She is waiting for the update before bringing the draft of changes back to SP&S. | Informational |
| c. | Mt. SAC Student Success Plan & Educational Master Plan – Audrey/Dan | | Update at the next meeting. |
| d. | Student Surveys: CCSSE questions due 12/5/13, CIRP, and Graduate questions due - Audrey | | Update at the next meeting. |
| e. | Changes to AP's & BP's by the Community College League of California | | Update at the next meeting. |
| f. | Catalog Rights | | Barbara requested that the Council review this AP, especially in light of the military student's discussion. |
| 6.0 | <i>Set Agenda for next meeting: March 3, 2014</i> | | |