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**Student Preparation and Success Council – Meeting Minutes**  
**April 21, 2014**  
**9B-Student Services Center- Ragan Room**

**Members**

- |   |   |  |  |   |
|---|---|--|--|---|
| <input checked="" type="checkbox"/> Audrey Yamagata-Noji (Co-Chair) | <input checked="" type="checkbox"/> Jeff Archibald (Co-Chair) | <input checked="" type="checkbox"/> Dan Smith  | <input checked="" type="checkbox"/> Kristina Allende | <input type="checkbox"/> Tom Mauch            |
| <input type="checkbox"/> George Bradshaw                            | <input checked="" type="checkbox"/> Matt Judd                 | <input checked="" type="checkbox"/> Jim Ocampo | <input checked="" type="checkbox"/> LeAnn Garrett    | <input type="checkbox"/> Micol Christopher    |
| <input checked="" type="checkbox"/> Glenda Bro                      | <input checked="" type="checkbox"/> Alina Hernandez           | <input checked="" type="checkbox"/> Linda Diaz | <input checked="" type="checkbox"/> Barbara Gonzalez | <input checked="" type="checkbox"/> May Ochoa |
| <input checked="" type="checkbox"/> Dennis Balmaceda                |   |  |  |   |

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
1.0	Review Agenda & Minutes from March 17 <sup>th</sup> meeting.		<b>Action:</b> Minutes approved unanimously
2.0	<b><u>Reports from Committees</u></b>		
a.	Assessment & Matriculation – Jim Ocampo	<p>Jim shared the approved minutes of March 12, 2014. He clarified the re-test vs competency:</p> <ul style="list-style-type: none"> <li>• For placement purposes, the college process allows re-testing every 3 months.</li> <li>• For competency purposes (reading), the college process has not allowed for a re-test.</li> </ul> <p>Jim reported that following was discussed</p> <ul style="list-style-type: none"> <li>• To add a more academic-based third prompt to the AWE.</li> <li>• The Committee agreed not until after the Rubric Study is completed. Jim reported that this Study will be completed in a year from now.</li> <li>• The new rubric is being used to place students but</li> </ul>	Informational



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		<p>the success data based upon placement will take some time.</p> <p>Jeff shared the following:</p> <ul style="list-style-type: none"> <li>• The Reading Task Force report will be voted on at the Academic Senate Executive Board on May 1 and will be going to the full Academic Senate on May 8 for discussion and approved by May 22. Since this task force is a Senate Task Force, the recommendations will go directly to AMAC from the Academic Senate. The results will be shared at the next Student Preparation and Success meeting. There will be an option for the Council or individual members to speak to this issue when it goes to the full Senate.</li> </ul>	<ul style="list-style-type: none"> <li>• It was recommended that Jeff bring forward the Reading Task Force recommendations to the next SP&amp;S meeting.</li> </ul>
b.	Basic Skills – Glenda Bro	<p>Glenda reported the following:</p> <ul style="list-style-type: none"> <li>• At their next committee meeting, the Basic Skill Proposals requests submitted will be reviewed and the recommended funding will be sent to the Vice Presidents of Instruction and Student Services.</li> <li>• The proposals and recommendations from the VP's will be shared at May 5<sup>th</sup> meeting.</li> <li>• There were no minutes to share</li> </ul>	Informational
c.	Student Equity – Alina	Alina reported the following:	The Council recommended the



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	<p>-Review and Approve Membership            -Review 3/24/2014 minutes</p>	<ul style="list-style-type: none"> <li>• The committee has been meeting</li> <li>• The membership is still missing the appointment of one faculty member.</li> <li>• The April 7, 2014 approved minutes were distributed and shared with the Council.</li> <li>• She shared that Dr. Scroggins has been meeting with the committee and has presented a design to have appointed writing teams to work on specific sections of the plan. Alina explained that the committee and appointed writing teams will need to work through the summer in order to complete the writing aspect of the report.</li> </ul> <p>The Council discussed the Student Equity Committee Membership</p> <ul style="list-style-type: none"> <li>• Concern over a “guarantee” of only 3 faculty on this committee.</li> <li>• Recommendation to add a faculty member (3 faculty appointed by the Academic Senate with a faculty co-chair).</li> <li>• The Bridge position was deemed to be too narrow and was recommended for removal from the membership.</li> </ul>	<p>following:</p> <ul style="list-style-type: none"> <li>• With consensus, the Council recommended that a campus convening be held in order to provide avenues for input to the Student Equity Plan on the 5 specific Student Equity Indicators (Access, Course Completion, Basic Skills and ESL Completion, Degree and Certificate Completion and Transfer). Individuals participating, including students, are free to provide input to any of the five areas.</li> </ul> <p><b><u>Student Equity Committee</u></b></p> <ul style="list-style-type: none"> <li>• To add a third and fourth faculty member, one of whom will serve as the co-chair.</li> <li>• At least one of the two representatives, under the EOPS and DSPS appointment, must be faculty (approved by the Academic Senate) and one</li> </ul>



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			must be classified. <ul style="list-style-type: none"> <li>• Delete the Bridge representative.</li> </ul>
3.0	<b><u>Updates</u></b>		
a	CIRP Survey – Jim	Plans are to being the survey on May 1. The threshold is on 1,400 by October, which will easily be completed as we normally test 5,000 every Fall. This survey is only for new students.	
b.	Graduate Survey – Alina	Alina reported that she and Audrey worked with Annel Medina to improve and modify the Graduate Survey. An attempt is being made to put this survey on line. The current process is to hand a hard copy survey to the students when they submit their petition for graduation. Students must turn in graduation petitions manually to the Admissions and Records office.	
4.0	Accreditation - ACCJC “New” Standards GAP Analysis – Kristina	Kristina shared a hats nd-out with the Council. As the Co-Chair of the Accreditation Steering Committee, the Committee is requesting whether standards. For example, I.A.2. “the institution uses data to determine how effectively it is accomplishing its mission and whether the mission directs institutional priorities and <b>educational needs of students.</b> ” Questions are: <ol style="list-style-type: none"> <li>1. Do we meet the Standards? <i>Somewhat effective.</i></li> <li>2. Evidence (based on data) <i>We work on the CIRP, CCSSE, Graduate Survey</i></li> </ol>	Council members must submit their input, by standard, to Lucy by May 1.  Jeff, Audrey and Lucy will compile all of the submissions to be reviewed at the May 5 meeting.



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		<p>3. Gaps (what's missing) <i>Unsure that the institution is directing priorities</i></p> <p>Assignments were made to those present to respond to this Gap Analysis by May 1. Since Council members are representative of the campus, receiving input on the accreditation standards from council members is seen as valuable.</p>	
5.0	<b><u>Old Issues:</u></b>		
a.	AP 5520: Student Discipline Procedures – Carolyn Keys	Review 2 <sup>nd</sup> draft. Audrey reviewed, in general, the revised draft. Clarification was received that the Council requested that the reporting college employee report the incident within 5 days. The draft	A working group of Matt, LeAnn, and Linda will work with Audrey on a working group on the draft of this AP.
b.	AP 4027 – Catalog Rights – Linda & Alina	Review 2 <sup>nd</sup> draft. Revisions to AP 4027—Catalog Rights: <ul style="list-style-type: none"> <li>• 3.b.(consideration for continuous attendance)—<i>the student completed any units in a credit course at another regionally accredited post-secondary institution in at least one regular semester or two regular quarters in the (delete “previous”) SUBSEQUENT academic years.</i> The recommendation is to delete the word “previous” and substitute it with “subsequent”. In this manner, students who began their enrollment at Mt. SAC, completed at least 45 units in continuous residence at Mt. SAC, transferred to another college and were</li> </ul>	Linda and Alina will return to the next meeting with clarified wording to the proposed changes to AP 4027.



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		<p>gone for more than one year, could transfer back their credits and still receive a degree from Mt. SAC under the same catalog rights in effect when they originally entered Mt. SAC.</p> <ul style="list-style-type: none"> <li>• Concern that there is no “end term” to this concept. George proposed a three year time frame from their date of last continuous attendance at Mt. SAC until the transfer back of additional units with a petition to graduate.</li> <li>• Linda and Alina will review their proposed recommendations to #4 Exception.</li> </ul>	
6.0	<b><u>New Issues</u></b>		
a.	BP 5050 – Matriculation – Jim	Revise to align with SSSP – Jim will present at the next meeting.	
b.	AP 5050 – Matriculation - Jim	Revise to align with SSSP – Jim will present at the next meeting.	
7.0	<b><i>Set Agenda for next meeting: May 5, 2014</i></b>	<ul style="list-style-type: none"> <li>• BP 5050 and AP 5050 – for action</li> <li>• SSSP Plan Update, Enrollment Priorities – update and information</li> <li>• AP 4027 – Catalog Rights – discussion and possible action</li> <li>• AP 5520 – Student Discipline – for action</li> <li>• Basic Skills Proposals – for action</li> <li>• Reading Task Force Report – for information</li> </ul>	



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