



legacy of excellence  
1946 – 2011

**Student Preparation and Success Council – Meeting Minutes**  
**June 2, 2014**  
**9B-Student Services Center- Ragan Room**

**Members**

<u>X</u> Audrey Yamagata-Noji (Co-Chair)	<u>X</u> Jeff Archibald (Co-Chair)	<u>X</u> Dan Smith	<u>X</u> Kristina Allende	<u>X</u> Tom Mauch
<u>X</u> George Bradshaw	<u>X</u> Matt Judd	<u>X</u> Jim Ocampo	<u>X</u> LeAnn Garrett	<u>X</u> Glenda Bro
<u>X</u> Alina Hernandez	<u>X</u> Linda Diaz	<u>X</u> Barbara Gonzalez	<u>X</u> Arianna Rivera	
▫ Lucy De Leon, Recorder				

**Absent:** May Ochoa, Dennis Balmaceda

**Guest:** Madelyn Arballo, Adult Basic Education Director

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
1.0	Review Agenda & Minutes from May 19 <sup>th</sup> meeting.		Approved with minor corrections.
2.0	<b><u>Reports from Committees</u></b>		
a.	Assessment & Matriculation – Jim Ocampo	<p>Jim distributed minutes from April 23, 2014 and shared the following:</p> <ul style="list-style-type: none"> <li>• Annual Review of the Committee-The proposed changes were recommended:               <ul style="list-style-type: none"> <li>-Purpose refocused to reflect Student Success and Support Program (SSSP) rather than the 8 components of Matriculation.</li> <li>-Last year and this year, a recommendation was made to appoint an additional “at large” faculty member (from a department not already represented on the committee).</li> </ul> </li> </ul>	<p>The Council agreed to the following:</p> <ul style="list-style-type: none"> <li>• Jim to conduct an e-vote of the Committee members regarding the addition of an instructional manager to be added to the membership.</li> <li>• If the vote is unanimous, the Council is supportive, and the amended committee membership will move forward to Academic</li> </ul>



legacy of excellence  
1946 – 2011

**Student Preparation and Success Council – Meeting Minutes**  
**June 2, 2014**  
**9B-Student Services Center- Ragan Room**

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
		<p>-Audrey shared that Irene Malmgren would like to have an instructional manager on the Committee. This has not been approved by the Committee and the Committee will not meet again this year. The Council endorsed Jim seeking an email vote to add an instructional manager. If the vote is unanimous from the Committee, there was consensus from SP&amp;S to approve the recommended change to the Committee. Changes cannot move forward to the President's Office until there the changes are approved by the Senate.</p> <p>Madelyn Arballo attended the meeting to address issues discussed at the last meeting regarding Continuing Education conducting "test prep" workshops at local high schools. Madelyn shared that they were invited to conduct "test prep" sessions at 2 high schools: Sierra Vista in Baldwin Park (21) and Santana in Rowland (25). Their session comprised 8 hours of "remediation"—brushing up on basic math (mostly). Madelyn clarified that it was more of a basic skills remediation than a test prep tied to the credit program. Madelyn explained that her teachers are trained to teach basic skills/adult basic education. She also explained that her teachers met with their credit faculty counterparts in English and math. They plan to do further workshops this summer.</p>	<p>Senate Executive Board on June 12<sup>th</sup>. If approved, it will not go to the full Senate until the Fall of 2014.</p>



legacy of excellence  
1946 – 2011

**Student Preparation and Success Council – Meeting Minutes**  
**June 2, 2014**  
**9B-Student Services Center- Ragan Room**

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
b.	Basic Skills – Glenda Bro	Glenda reported the following; <ul style="list-style-type: none"> <li>• No major changes to Committee Purpose and Function, so it will go directly to PAC.</li> <li>• Faculty orientations for Pathways 2 are occurring.</li> </ul>	Informational
c.	Student Equity – Alina	Alina shared the following: <ul style="list-style-type: none"> <li>• A summary report of the Student Equity Convening on May 23, 2014. 75 attended indicating keen interest across the campus.</li> <li>• Several Committee members attended a training meeting at USC through the Center for Urban Partnerships. Many colleges have already written their plans.</li> </ul> <p>The Council discussed the following:</p> <ul style="list-style-type: none"> <li>• Clarification is needed regarding who is aggregating the material to write the actual plan. Audrey shared that it was her understanding that the writing teams as well as notes from the convening session will be provided to the Student Equity Committee. The Committee will then compile all of the input to complete a draft of the plan for approval in the fall. The intention was for the members of the Committee to meet throughout the summer.</li> <li>• The Council reached consensus to schedule a special Council meeting on August 18 from 11:00 to 1:00 for the purposes of approving the draft Plan.</li> </ul>	Informational



legacy of excellence  
1946 – 2011

**Student Preparation and Success Council – Meeting Minutes**  
**June 2, 2014**  
**9B-Student Services Center- Ragan Room**

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
3.0	2013-2014 Year End Accomplishments	<p>The Council reviewed the draft of the Year End Accomplishments. The following were suggested revisions:</p> <ul style="list-style-type: none"> <li>• Add the dates that various items that were approved.</li> <li>• Add “revised AWE Rubrics were implemented.</li> <li>• Add Reading Task Force was a joint effort with this Council (and Assessment and Matric Committee) and the Senate.</li> <li>• Breakdown “Information Review” section into separate sections.</li> </ul>	The Council came to a consensus to move forward with the document.
4.0	Committee Goal and Progress Report – due 6/27/2014	<p>The following was discussed by the Council:</p> <ul style="list-style-type: none"> <li>• Goal #1 – Basic Skills Funding Recommendations: copy from the Year-End report regarding he Basic Skills bullets (19 recommended to be funded) and to include amounts of funding and dates.</li> <li>• Goal #2 -- SSSP: copy from the Year-End report on SSSP Plan bullet #s 1, 2, 6, Assessment and Matriculation update on AWE rubric, related APs and BPs; and add points from the Information Review section.</li> <li>• Goal #3 – Student Equity Plan: “in process” – highlight the convening meeting and that the Committee was restructured and revitalized.</li> <li>• Goal #4 – Board Policies/Administrative Procedures: reference all the AP’s and BP’s on the Year-End Report that were approved and moved forward to the Academic</li> </ul>	The Council came to a consensus to approve the progress report and to forward the report to the President’s Office and to the Academic Senate as an informational item.



legacy of excellence  
1946 – 2011

**Student Preparation and Success Council – Meeting Minutes**  
**June 2, 2014**  
**9B-Student Services Center- Ragan Room**

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
		Senate.	
5.0	Draft Strategic Plan Report from SPAS - Audrey/Jeff	The Council did not provide additional feedback at the meeting.	The Council members agreed to the following: <ul style="list-style-type: none"> <li>• To submit any additional suggestions.</li> <li>• Jeff and Audrey will meet to add the input received.</li> <li>• The Council gave approval to move the report forward.</li> </ul>
6.0	AP 4027 – Catalog Rights - Linda	Linda requested that this AP be held over until Fall 2013.	The Council agreed with Linda's suggestion.
7.0	Accreditation – ACCJC “New” Standards GAP Analysis – Audrey/Jeff	The Council suggested the following to be added to the document: <ul style="list-style-type: none"> <li>• I.B.2: learning outcomes for instructional programs and student and learning support services: not relevant to SP&amp;S</li> <li>• II.A.8: delivery modes, teaching methodologies, learning support services that reflect the diverse and changing needs of its students: need to check off columns</li> <li>• II.B.1: evaluate quality of student support services: not relevant to SP&amp;S</li> <li>• II.B.3: equitable access and service location and delivery method: check off highly effective. EVIDENCE: online counseling, online orientation, placement testing at high</li> </ul>	Council approved the report to move forward.



legacy of excellence  
1946 – 2011

**Student Preparation and Success Council – Meeting Minutes**  
**June 2, 2014**  
**9B-Student Services Center- Ragan Room**

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
		schools as well as transportation to complete placement testing on campus, 411 Information Sessions. GAPS: assessing effectiveness of online services—current data needed; review of accommodations across the campus.	
8.0	Early Alert Task Force Update – Jeff	Pending update	
9.0	Liaison Proposal - Jeff	Jeff shared that Angel Lujan developed a proposal to recommend that counselors become liaisons to certain divisions to improve advising and to provide a link regarding curricular updates. Tom shared that a lot of this exists presently but is more informal.	The Council will review in the fall.
10.0	<b>Set Agenda for 2014 -15</b> Continuing Items: <ul style="list-style-type: none"> <li>• SSSP Plan</li> <li>• Student Equity Plan</li> <li>• AP 5520 Student Discipline Procedures</li> <li>• BP and AP – Matriculation</li> </ul> New Items: <ul style="list-style-type: none"> <li>• AP 4260 - Prerequisites, Co-requisites, and Advisories</li> </ul>		