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Student Preparation and Success Council – Meeting Minutes
September 16, 2013
9B-Student Services Center- Ragan Room

Members

<input checked="" type="checkbox"/> Audrey Yamagata-Noji (Co-Chair)	<input checked="" type="checkbox"/> Daniel Smith (Co-Chair)	<input checked="" type="checkbox"/> Eric Kaljumagi	<input checked="" type="checkbox"/> Kristina Allende	<input checked="" type="checkbox"/> Tom Mauch
<input checked="" type="checkbox"/> George Bradshaw	<input checked="" type="checkbox"/> Matt Judd	<input checked="" type="checkbox"/> Jim Ocampo	<input checked="" type="checkbox"/> LeAnn Garrett	<input checked="" 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"/> Elisabeth King	<input type="checkbox"/> Kelsey Breland			

Guest: Juan Carlos Astorga, Student Equity Co-chair

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendation(s)</u>
1.0	Review Agenda & Minutes from June 3rd Meeting	<p>There was an explanation provided to the new representatives that the Student Preparation and Success <i>Council</i> is a “committee” of the Academic Senate.</p> <p>The following was discussed:</p> <p>Kristina questioned item 6B and clarification was provided that the new rubric was being used temporarily but not to place students.</p> <p>Change the following to the minutes:</p> <ul style="list-style-type: none"> • Strike: <i>At the present time, the revised rubric is being used.</i> • Change: second sentence “was passed by the Senate to direct the Assessment and” <p>There was clarification made that AP 5520 will be returned to the Council for further review.</p> <p>Add the following into the minutes:</p> <ul style="list-style-type: none"> • Add to the recommendation for “Moted by Linda, seconded by Alina, approved unanimously”. 	<p>Moted by: Eric</p> <p>Moted 2nd by: Glenda</p> <p>Action: Minutes approved unanimously with changes noted.</p>



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2.0	Information Sharing:	Reviewed Council Purpose and Function and the process to agendize items for the meeting.	
3.0	Introductions of new members	All Council members introduced themselves.	
4.0	Year End Accomplishments	Change: AP5010 (p.3) – status is “pending” NOT forwarded to the Academic Senate Executive Board..”	Action: Approved by acclamation. Recommendation: Dan to share with the Academic Senate as an informational item.
5.0	2013 Basic Skills Allocation End-of-Year Report: Part 4a and 4b – Glenda	Glenda reviewed the long-term goals (two) and the amount of funds allocated per goal. The action plan includes five allowed activities that match at least one of the two goals and include measurable outcomes. Most of the budget goes towards projects; some funding is for ongoing position. The funding has been static for the last few years. Basic Skills allocations are based on the FTES collected for basic skills students. The Carry-over amount from 2012-13 was about \$250,000. Since Barbara Illowsky, from the Chancellor’s Office, is not supportive of large carry-over amounts, the Basic Skills Committee might increase funding in the Spring to existing projects if good success is shown. Glenda requests that the report go forward as an information item as the Senate already approved the plan.	Recommendation: To send the item forward to the Academic Senate as an informational item.
6.0	Assessment & Matriculation Committee: Membership/Function/Purpose	Jim presented the annual review of the Assessment and Matriculation Committee. The changes are anticipated in 2013-14 due to the passage of the Student Success and Support Act. Also, there will be discussion on whether the name of the committee changes (away	Motion Moved by: Kristine Motion 2nd by: Eric Approved: Unanimously Recommendations:



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		<p>from “matriculation”). If and when the decision is made to change the name of the committee, “Assessment” will continue to be a key component of the new act. The following changes were made:</p> <ul style="list-style-type: none"> • Michelle Sampat is the new co-chair along with Jim. • Added David Beydler (Math) and Nona Stokes (AmLa) • Update the term of the AWE facilitator. • Recommended to add an “at large” faculty member from a department not already specified/represented. Rational: This recommendation was made to help get an additional perspective as well as to better inform the campus. This recommendation was forwarded to PAC 	<ul style="list-style-type: none"> • Forward the report to Academic Senate as a consent item • Jim will send electronic version and a rationale for the addition of another faculty member to Dan Smith.
7.0	<u>Continuing Agenda Items</u>		
a.	AWE Pilot-Eric/Jim	<p>Jim reported that the pilot will begin in October and training is planned. Jim provided an overview for the new committee members. Barbara questioned a statement in the minutes (“the rubric is a living document”) regarding whether the AWE would need to be resubmitted and approved by the Chancellor’s Office due to changes. It was clarified that changes to the rubric are data driven based on measurements of student success and satisfaction with placement. Kristina reported that her department had not seen the document in its entirety, but will let it go forward without stopping the progress. Pam Arterburn is the lead on this for their department.</p>	Informational
8.0	<u>Reports from Committees</u>	<p>The Council discussed moving the committee reports to the top of the agenda. As a process, to check at the beginning of the meeting to see if there are urgent items to report from the committees. If not, it is</p>	Informational



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		suggested to have some flexibility in the agenda as to when the committees report. There may be some specific assignments made to various committees this year.	
a.	Assessment & Matriculation – Jim Ocampo	<p>Kristina asked about the IELTS discussion item on their agenda. The purpose was to have a representative from IELTS to speak with the committee about the test, uses of the test, and the potential for faculty to possibly become readers for IELTS testing. The agenda item was NOT about changing placement levels based on IELTS testing results. Departments would like to be sure that any recommendations are brought to the department as a whole.</p> <p>Test preparation: some of this is being handled through the 411 Information Sessions. The committee discussed whether to work with the MARC on test preparation and review of test topics (not teaching to the test).</p>	<p>Discussion Recommendation: For the meeting minutes to be distributed at the next meeting on October 7th.</p>
b.	Basic Skills – Glenda Bro Minutes: May 23, 2013	<p>Glenda reported the following:</p> <ul style="list-style-type: none"> • In October, the committee looks at the rubric and rating system for new proposals. • Regional 3CSN meeting at Mt. SAC on September 27. “Links 8” – will cover competency for completion – looking at the core parts of course and program – what students need to complete. 	<p>Informational</p> <p>Glenda will forward Lucy the information about the conference and will then be forwarded to the Council</p>
c.	Student Equity – Juan Carlos Astorga/Phil Maynard	<p>The committee had their first meeting last week. The committee discussed the following:</p> <ul style="list-style-type: none"> • The last plan that was submitted in 2005 with an update in 	<p>Recommendation: For the meeting minutes to be distributed at the next</p>



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		2008-09. <ul style="list-style-type: none"> • Will review the Student Equity Plan this year and to see how it inter-relates with the Student Success Plan. There are proposed changes to the state’s requirement for a revised Student Equity Plan. • The Academic Senate is presently set to review committee recommendations put forward by the Student Equity Committee. 	meeting on October 7 th .
9.0	<u>Future Agenda Items:</u>		
a.	AP 5010 – Admissions – Dan/George	AGENDIZE FOR NEXT MEETING	
b.	AP 5011 – Admissions and Concurrent Enrollment of High School and Other Young Students - George		
c.	Implementation of the Student Success Act		
d.	Student Success Score Card		
e.	Mt. SAC Student Success Plan & Educational Master Plan		
f.	Student Surveys: CCSSE; CIRP; Graduate		
g.	Reading Requirements for Graduation		
h.	Catalog Rights for Degrees		
10.0	<i>Set Agenda for next meeting: Oct 7, 2013</i>	Eric shared that some of the Senate’s goals will come to the Council.	