



Student Preparation and Success Council – Meeting Minutes
September 15, 2014
9B-Student Services Center- Ragan Room

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Members

- | | | | | |
|-------------------------------------|--------------------------------|--|---------------------------|-----------------------|
| <u>X</u> Jeff Archibald (Co-Chair) | <u>X</u> Dan Smith | <u>X</u> Kristina Allende | <u>X</u> George Bradshaw | <u>X</u> Matt Judd |
| <u>X</u> LeAnn Garrett | <u>X</u> Glenda Bro | <u>X</u> Alina Hernandez | <u>X</u> Barbara Gonzalez | <u>X</u> Luisa Howell |
| <u>X</u> Ronnie Escata, Student Rep | <u>X</u> Alex Ngo, Student Rep | <u>X</u> Christopher Nguyen, Student Rep | | |
| <u>□</u> Lucy De Leon, Recorder | | | | |

Absent: Audrey Yamagata-Noji, Tom Mauch, Jim Ocampo, and Linda Diaz

Guest: Francisco Dorame, Assoc. Dean, Student Services, Carolyn Keys, Dean of Student Services, Angel Lujan, Faculty/Counselor

| <u>Item</u> | <u>Agenda Topic</u> | <u>Discussion</u> | <u>Recommendations</u> |
|-------------|---|---|---|
| 1.0 | Review Agenda & Minutes from June 2, 2014 meeting | | Approved by unanimously with minor corrections. |
| 2.0 | Introductions | The following members are new to the Council: <ul style="list-style-type: none"> • Luisa Howell, Faculty • Ronnie Escata, Student • Alex Ngo, Student • Christopher Nguyen, Student | Informational |
| 3.0 | <u>Reports from Committees</u> | | |
| a. | Assessment & Matriculation – Jim Ocampo | | No report |
| b. | Basic Skills – Glenda Bro | Glenda distributed a budget report regarding the reduced allocation for 2014-2015. She reported the following: <ul style="list-style-type: none"> • \$229,087 was cut from the basic skills budget and will | The Council approved the revised budget. |



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| | | <p>receive funding from the Student Success and Support Program (SSSP) and Student Equity budget.</p> <ul style="list-style-type: none"> • The other proposals were reduced by 10% <p>Jeff suggested that the Academic Senate might consider a resolution supporting the institutionalization of the positions funded by the Basic Skills budget. Glenda will work with the faculty on the Basic Skills committee and draft a resolution for Academic Senate.</p> | |
| c. | Student Equity – Alina & Carolyn | <p>Alina and Carolyn reported the following regarding the Student Equity Plan:</p> <ul style="list-style-type: none"> • The committee met in July and August • The writing teams submitted their reports • Various data reports were submitted to the committee by the Research Department. • The committee decided that each facilitator assigned to a goal at the convening meeting would be responsible for drafting the write up pertaining to their goal in the plan. They agreed to use the writing teams work and the input from the convening meeting. • The deadline to submit the plan was changed to January 1, 2015 • A draft of the Student Equity Plan will be on the agenda for review at the Oct 6th meeting. <p>The committee's 2013-2014 Goals and Progress Report was</p> | Informational |



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| | | distributed to the Council. | |
| 4.0 | Pending Issues | | |
| a. | BP 5010 – Admissions – George/Jeff | <p>Jeff reported that the Academic Senate referred the BP back to the Council for review and any additional recommendations. The Council reviewed and discussed the suggested CCLC recommended language. The following are questions the Council has asked for clarification:</p> <ul style="list-style-type: none"> • Who wrote the language? • What is the language referencing (AB 2171)? • What is the plan to enforce the new language? | The Council recommends further clarification to be provided at the next meeting on Oct 6 th . |
| b. | BP 5050 – Matriculation/SSSP - Jim | <p>The Council discussed the following changes:</p> <ul style="list-style-type: none"> • Striking out the language at the end of the 1st paragraph ...”including assessment, orientation, counseling, advising, and other education planning services and academic interventions. • Striking out the 4th paragraph on page 1 - “Title 5 requires each community college district..... • Deletion of section: Validation of Prerequisites – is this language in BP 4260 – Prerequisites, Corequisites, Advisories. If not, can that entire section be moved to the AP? | <p>The Council recommended the following:</p> <ul style="list-style-type: none"> • Jim to work with Lucy to make the recommended changes. • Send a clean copy of the BP along with the strike out version to the Council to review prior to the next meeting on Oct 6th. • Review and approve BP 4260 and this BP together. |
| c. | AP 5050 – Matriculation/SSSP – Jim | <p>The Council discussed the following changes:</p> <ul style="list-style-type: none"> • 1st bullet – change instruments to tests, delete ..”student competency in”, and insert.. “for initial course placement”. | <p>The Council recommended the following:</p> <ul style="list-style-type: none"> • Jim to work with Lucy to |



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| | | <ul style="list-style-type: none"> • Organize the bullets on page 2 by the following order: Assessment, Orientation, Counseling and Advising, and Follow – up. • Why the last 6 bullets on page 2 were deleted and is this language in another AP? • Move the 1st paragraph on page 3 to page 1 • The last paragraph on page 3 – does the language need to be removed and inserted into AP 5055 – Enrollment Priorities. | <p>make the recommended changes</p> <ul style="list-style-type: none"> • Send a clean copy of the AP along with the strike out version to the council to review prior to the next meeting on Oct 6th. |
| d. | AP 4255 – Dismissal and Readmission – George/Tom | <p>The Council reviewed the AP and had the suggested the following under section Re-Admission After Dismissal:</p> <ul style="list-style-type: none"> • Clarification is needed regarding who is the person in the Counseling department that will receive the petition for reinstatement • 1st three bullets – Clarification is need as to why they are the same as in section “Standard for Evaluating Appeals” • Clarification to the number of units in which a student shall enroll | <p>The Council recommended the following:</p> <ul style="list-style-type: none"> • Tom Mauch review and provide additional language/clarification regarding section Re-Admission After Dismissal. • Send a clean copy of the AP along with the strike outs version to the Council to review prior to the next meeting on Oct 6th. |
| 5.0 | Updates | | |
| a. | Student Success and Support Program Plan – Jeff | Jeff reported that the Executive Board passed the plan with amended changes and will be going to the full Senate as an action item on September 25 th . | Informational |



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| b. | Early Alert Task Force – Jeff | Dan and Jeff reported that the membership is being restructured. | An update will be provided at a future meeting. |
| 6.0 | New Issue | | |
| a. | Liaison Proposal – Jeff | The Counseling Department proposes four recommendations in order to create of a comprehensive approach to the current liaison process. This is being proposed in an effort to better serve the student and facilitate collaborative relationships with instructional faculty and their respective departments. | The Council recommended the following: <ul style="list-style-type: none"> • Angel is to identify the drawbacks of this proposal and provide an action plan on how to address them. • Bring back to the Oct 6th meeting for approval. |
| 7.0 | Set Agenda for next meeting: <ul style="list-style-type: none"> • Student Equity Plan DRAFT Review • AP 4027 – Catalog Rights • AP 4260 – Prerequisites, Corequisites, Advisories Action Items: <ul style="list-style-type: none"> • BP 5010 – Admissions • BP 5050 - Matriculation/SSSP • AP 5050 – Matriculation/SSSP • Liaison Proposal | | |