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**Student Preparation and Success Council – Meeting Minutes  
November 17, 2014  
9B-Student Services Center- Ragan Room**

**Members**

xAudrey Yamagata-Noji (Co-Chair)      xJeff Archibald (Co-Chair)      x Dan Smith      xTom Mauch      xMatt Judd  
x Glenda Bro      xAlina Hernandez      x Barbara Gonzalez      xLuisa Howell      x Bruce Nixon

**Absent:** LeAnn Garrett, Linda Diaz, George Bradshaw, Jim Ocampo, Alex Ngo, Christopher Nguyen, Ronnie Escoto

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
1.0	Review Agenda & Minutes from November 3, 2014 meeting.	3.0 Correct "Minerva". Bruce Nixon was introduced as having been formally approved by the Senate as a member of the council.	Unanimously approved with one correction.
2.0	<b><u>Reports from Committees</u></b>		
a.	Student Equity – Alina	Alina reported the following: <ul style="list-style-type: none"> <li>• The committee discussed the next steps in implementing the plan.</li> <li>• Funding Proposals: Alina will speak with Glenda to construct some kind of a similar format as the Basic Skills Committee.</li> <li>• Jeff reported that the plan was passed through the Senate Executive Board with only one dissenting vote based on concerns about language involving disabled students. At the Senate meeting, there were no issues raised.</li> <li>• A suggestion was made to look at which students are not doing as well and to determine what particular factors might be impacting their performance.</li> </ul>	Informational



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		<ul style="list-style-type: none"> <li>Alina, Carolyn and Audrey are invited to attend the December 4<sup>th</sup> Senate meeting to respond to any potential questions.</li> </ul>	
b.	Assessment & Matriculation – Jim Ocampo	It was reported that the change in the committee’s name has not gone to PAC, but will be on the December 10 <sup>th</sup> agenda per Jeff. There were no minutes to review.	Informational
c.	Basic Skills – Glenda Bro	The Council reviewed the committee’s minutes. Glenda reported that the Basic Skills Annual Report has been developed and is posted to the Basic Skills Committee webpage.	The Council accepted the committee’s minutes from October 23, 2014.
3.0	<b><u>Action Items</u></b>		
a.	BP 4260 - Prerequisites, Corequisites, Advisories	It was clarified that the changes to this BP came from the changes made in BP/AP 5050 related to prerequisites.	<b>Action:</b> To approve the BP with the suggested revisions. <b>Motioned moved by:</b> Luisa Howell <b>Motioned 2nd by:</b> Dan Smith <b>Approved:</b> Approved unanimously and will be forwarded to the Academic Senate.
b.	Liaison Proposal – Jeff	The following was discussed: <ul style="list-style-type: none"> <li>There was a concern expressed to make the liaison assignments more known to the faculty.</li> <li>It was suggested to strike the list of departments, especially due to multiple disciplines, and focus more directly on the specifics of the liaison proposal.</li> </ul>	The Council recommended that Jeff consult with Angel Lujan and bring back as an action item at the next meeting on Dec 1 <sup>st</sup> .



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		<ul style="list-style-type: none"> <li>• The Committee agreed to leave the departments as listed but show the disciplines.</li> <li>• Jeff will seek clarity with Angel on the wording of the recommendations, especially to clarify the scope involving all “22” general counseling department faculty.</li> <li>• Many committee members questioned why this proposal needs to go through the governance process. Dan explained that passing this proposal would express the ideal goal of attempting to provide a counselor liaison to instructional departments, as the need and interest provides. Also, the thought is to gather support from the faculty as to whether they want this or not.</li> </ul>	
4.0	<b><u>Pending Issues:</u></b>		
a.	AP 5055- Enrollment Priority – George/Jeff	Jeff reported that he worked on amendments to AP 5055. He amended the military discharges and incorporated other sections of Title 5 not already included, as well as George’s suggested changes.	The Council agreed to review this AP at the next meeting on Dec 1 <sup>st</sup> .
b.	AP 4027 – Catalog Rights - Linda	The Council discussed about ensuing catalog rights and meeting graduation requirements that may have changed since the student’s most recent enrollment.	The Council agreed to review this item at the next meeting on Dec 1 <sup>st</sup> .



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<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
5.0	Next meeting 12/1/2014 agenda items: <ul style="list-style-type: none"><li>• AP 5055 – Enrollment Priority</li><li>• AP 4027 – Catalog Rights</li><li>• Items for Spring Semester</li></ul> <b>Action Items:</b> <ul style="list-style-type: none"><li>• Liaison Proposal</li></ul>		