



**Student Preparation and Success Council – Meeting Minutes**  
**March 2, 2015**  
**9B-Student Services Center- Ragan Room**

**Members**

- |  |   |   |   |   |
|--|---|---|---|---|
| <input 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"/> 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"/> Glenda Bro      | <input checked="" type="checkbox"/> Barbara Gonzales          |
| <input type="checkbox"/> Linda Diaz                      | <input type="checkbox"/> Luisa Howell                         | <input checked="" type="checkbox"/> Bruce Nixon   | <input checked="" type="checkbox"/> Alina Hernandez | <input checked="" type="checkbox"/> Cory Maxwell, Student Rep |
| <input type="checkbox"/> Christopher Nguyen, Student Rep |   |   |   | <input checked="" type="checkbox"/> Lucy De Leon, Recorder    |

Guest: Carolyn Keys, Dean, Student Services, Co-Chair, Student Equity Committee

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
1.0	Review Agenda & Minutes from Dec 1, 2014 meeting.		<b>Action:</b> Minutes approved unanimously with minor changes.
2.0	<b><u>Reports from Committees</u></b>		
a.	Student Equity – Alina	Alina reported the following to the Council: <ul style="list-style-type: none"> <li>Student Equity Briefing Meeting, February 27<sup>th</sup>: The participants invited were identified as key individuals in the board approved Student Equity Plan. The purpose of this meeting was to review and clarify the key individuals or departments who will be working on implementing the major components of the plan. There were approximately 50 participants who attended. The meeting was facilitated by Al Solano, a consultant hired to evaluate the implementation of the plan. The agenda consisted of an overview of the Student Equity Plan elements, work group activities, and a report out. The participants were</li> </ul>	Informational



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		<p>divided into groups and the intent of the workgroups was to identify goals/activities they understood, identify goals/activities that needed clarification and anticipated challenges.</p> <p>It was reported that more meetings will be scheduled and ongoing.</p> <ul style="list-style-type: none"> <li>• Next Student Equity Meeting – March 9<sup>th</sup>.</li> </ul>	
b.	Assessment & Matriculation – Jim Ocampo	<p>Jim reported the following:</p> <ul style="list-style-type: none"> <li>• The test prep, multiple measure issues being automated in student portals.</li> <li>• Assessment and Matriculation Committee names has been changed to the Student Support and Success Program Advisory Committee (SSSPAC)</li> <li>• The Council will receive approved minutes at the meeting on March 16<sup>th</sup>.</li> </ul>	Informational
c.	Basic Skills – Glenda Bro	<p>Glenda reported the following based on the minutes from 12/4/2014:</p> <ul style="list-style-type: none"> <li>• Call for Proposal and Rubric 2015-16: Committee reviewed and edited the Basic Skills Call for Proposals. The Rubric was revised with minor edits. There were two campus announcements sent.</li> <li>• Mid-Year Report due March 6<sup>th</sup>.</li> <li>• 3CSN – 35 people attended the conference held at Mt. SAC on Friday, February 27<sup>th</sup>.</li> </ul>	The Committee accepted the committee’s minutes.



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3.0	<b><u>Pending Issues:</u></b>		
a.	Early Alert Task Force – Jeff	<p>Jeff reported the following:</p> <ul style="list-style-type: none"> <li>• The task force finalized their recommendations</li> <li>• The recommendations will be going to the full Senate for approval</li> <li>• The task force has requested to continue working on the implementation</li> </ul>	Jeff will bring copies of the Task Force’s recommendation to the next meeting on March 16 <sup>th</sup> .
b.	BP 5050 – Matriculation/SSSP - Jeff	<p>Jeff reported that the version approved by the Council was changed by Academic Senate. Academic Senate version was reviewed and not approved by AMAC. AMAC recommended that the BP be forwarded back to SP&amp;S to review the changes. Jeff reported that if the Council is in agreement with the changes, then AMAC would accept the revised BP. The Council received a copy of SP&amp;S approved version and Academic proposed revised version to review. The following changes were made by Academic Senate and accepted by the Council with no changes:</p> <ul style="list-style-type: none"> <li>• Paragraph #1: delete (new text) .. <b><u>through the Student Success and Support Program (SSSP) and ... matriculation .. to first time students as defined by Title 5.</u></b></li> <li>• Paragraph #4: number 3 – (delete) <del>earned 60 units or more from a regionally accredited institution;</del> (new text) <b><u>completed these services at another community college within a time period identified by the college.</u></b></li> </ul>	The recommended and revised changes to the BP were unanimously approved by the Council. The BP will move forward and an update will be provided to the Council at the next meeting on March 16 <sup>th</sup> .



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		<p>The following changes were made by Academic Senate and accepted by the Council with minor changes:</p> <ul style="list-style-type: none"> <li>• Paragraph #2: to add “Chief Student Services Officer” back into the language. The College President/CEO in consultation with the Academic Senate and <b>the Chief Student Services Officer</b>... (delete) ..<del>and the recommendations of the SSSP Advisory Committee</del> (delete) ..<del>relevant law and regulations</del> (new text) ..<b><u>Education Code and Title 5.</u></b></li> <li>• Paragraph #4: .... revised sentence by Council: A student is exempt from assessment, orientation, <b>and</b> counseling, <del>and</del> advising, or education plan development <b><u>if the student has one or more of the following:...</u></b></li> </ul>	
c.	AP 5050 – Matriculation/SSSP – Jeff	<p>Jeff reported that the version approved by the Council was changed by Academic Senate. Academic Senate version was reviewed and not approved by AMAC. AMAC recommended that the AP be forwarded back to SP&amp;S to review the changes. Jeff reported that if the Council is in agreement with the changes, then AMAC would accept the revised AP. The Council received a copy of SP&amp;S approved version and Academic proposed revised version to review. The following changes were made by Academic Senate and accepted by the Council with no changes:</p> <ul style="list-style-type: none"> <li>• Paragraph #1 .... <b><u>All first time, non-exempt</u></b></li> </ul>	<p>The recommended and revised grammatical changes to the AP were unanimously approved by the Council. The BP will move forward and an update will be provided to the Council at the next meeting on March 16<sup>th</sup>.</p>



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		<p><u>students defined by Title 5 as students who enroll at the college for the first time, excluding students who transferred from another institution of higher education and students who are concurrently enrolled in the high school. These core matriculation services...</u></p> <ul style="list-style-type: none"> <li>• Paragraph #2 bullet 3 - ....(new text) <b><u>Comprehensive ..... 3<sup>rd</sup> semester</u></b></li> </ul> <p>The following changes were made by Academic Senate and accepted by the Council with minor changes:</p> <ul style="list-style-type: none"> <li>• Paragraph #4 . revised sentence by Council: A student is exempt from assessment, orientation, <b><u>and</u></b> counseling, <del>and</del>-advising, or education plan development ....</li> <li>• Paragraph #5 (New text by Council) ..... non, exempt student attending Mt. SAC will do all the following <b><u>(add) within a reasonable amount of time:</u></b></li> <li>• Paragraph #5 bullet 3 - <b><u>(revised by Council)</u></b> ..... after completing their 3<sup>rd</sup> term <del>semester or</del> <b><u>15 degree applicable units or prior to the end of the 3<sup>rd</sup> semester;</u></b></li> <li>• Paragraph #5 bullet 4 - <b><u>(revised by Council)</u></b>.... 15 semester units of degree applicable credit course work or <del>after completion of their 3<sup>rd</sup> term</del></li> </ul>	



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		<b><u>semester prior to the end of the 3<sup>rd</sup> semester.</u></b>	
d.	AP 5025 – Student Discipline – Carolyn/Audrey	Carolyn Keys distributed the following to the Council for their review: <ul style="list-style-type: none"> <li>• Revised AP 5520 – the revised language that is in blue in are due to legislation under Violence Against Women Act and legal counsel</li> <li>• Mt. SAC’s Standard of Conduct</li> <li>• Table identifying areas in the AP that the Council had concerns about and the areas that were revised.</li> </ul>	The Council agreed to individually review the AP. The Council recommended to do the following at the next meeting on March 16 <sup>th</sup> : <ul style="list-style-type: none"> <li>• Discuss any questions or concerns</li> <li>• Complete a 2<sup>nd</sup> reading for a possible action</li> </ul>
e.	AP 5010 – Admissions - George	Update	Tabled due to lack of time.
f.	AP 4027 – Catalog Rights - Linda	Update	Tabled due to lack of time.
4.0	Next meeting 3/16/2015 agenda items: <ul style="list-style-type: none"> <li>• AP 5010 – Admissions</li> <li>• AP 4027 – Catalog Rights</li> <li>• AP 5050 – SSSP (update)</li> <li>• BP 5050 – SSSP (update)</li> </ul> Possible Action: <ul style="list-style-type: none"> <li>• AP 5520 – Student Discipline</li> </ul>		