Student Preparation and Success Council – Meeting Minutes
May 18, 2015
9B-Student Services Center- Ragan Room

Members

XAudrey Yamagata-Noji (Co-Chair)	XJeff Archibald (Co-Chair)	X Dan Smith	▫Tom Mauch	XGeorge Bradshaw
▫ Matt Judd	XJim Ocampo	XLeAnn Garrett	▫ Glenda Bro	XBarbara Gonzales
XLinda Diaz	▫Luisa Howell	XBruce Nixon	XRandy Wilson	
▫Mary Hoff Student Rep	▫Karla Sanchez, Student Rep	XChristopher Nguyen, Student Rep		▫ Irma Marin, Recorder

Guest: Carolyn Keys, Co-Chair, Student Equity, Lucy De Leon, SSSP Project/Program Coordinator, David Charbonneau, Faculty, Julie Perez Garcia, Faculty/Counselor, Barbara McNeice-Stallard, REI, Micheline Pontious, REI, and Shannon Rider

Item	Agenda Topic	Discussion	Recommendations
1.0	Review Agenda & Minutes from May 4, 2015 meeting.		**Action:** To approve the minutes from May 4th with no changes. **Motioned moved by:** Bruce Nixon **Motion Seconded by:** Dan Smith **Approved:** Unanimously
2.0	Presentation: Early Alert Task Force –David Charbonneau and Julie Perez Garcia	Julie demonstrated how to refer through the faculty portal. Following are the step by step instructions: • Under Faculty Self Service channel, "Refer Students to Tutoring or Counseling." • Using current roster, can click on the particular student that leads to issues such as: behavior, foundation concepts,	The following were suggested recommendations by the Council: • Look at a follow-up alert/message. • Look at how departments can be more proactive. • Look at how the

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		incomplete assignments, low test scores, personal counseling. Then one more recommendations are made to AmLa Tutoring, EOPS Tutoring, WIN, and the Counseling Center, etc. • Once referred, student gets an email. The student receives an email with an attached pdf. The pdf contains a more specific message to students that is different than the email. The pdf is the specific referral and allows the counselor to put in a personalized message. An "estimated grade" also shows with the referral. The Council discussed the following: • Will students read the entire email; • Will students click on the pdf? • Can we make this a more interesting set-up? • This model appears to put the responsibility onto the student to follow through but doesn't seem to engender responsiveness from the counselor to the student. • How can we enlarge how we touch students and encourage them?	numbers/names of referrals can be tracked for follow-up and tracking. • How can faculty receive feedback Researching what reports can be generated regarding if student have gone to tutoring/counseling etc. • Take another look at the "recommendations" – list of services – what more should be included?

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		• Faculty can find out if their students go to tutoring; but not if they go to counseling • How can we coordinate and streamline progress reports from various special programs? David Charbonneau shared the following report on the recommendations from the Task Force: 1. Modify system to include the ability to give positive progress reports – call it "early progress report" versus "early alert." 2. Add option: "Visit the professor during office hours" 3. Add channel on Mountie Alert. 4. Pilot an Early Alert system campus wide from different departments. Now less than 3% are using the system. Before a student can respond, the faculty must initiate. Counseling referrals are up, as well as tutoring, but few referrals are being made right now.	
3.0	Presentation: CIRP - Barbara McNeice-Stallard and Micheline Pontious and Shannon Rider	The following was presented to the Council: Mt. SAC is only 1 of 4 community colleges participating nationwide. Of 1,355 students who took the survey for Fall of 2014, 854 were first time,	The Council recommended reviewing the following data: • Take a look at how specific students are actually doing based on their self-described

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		full time students; 167 were transfer students and 343 were first time part-time students. <u>Fall 2014 CIRP Results</u> • 55% males compared to 45% females with 65% Latino, 20% white, 17% Asian, 9% African Americans, 3% Hawaiian/Pacific Islanders, 2% Native Americans, 7% other. • In 2009: 1) 4% were between age 20-24, now it is 17%. 2) 69% are native English speakers with 82% living with their family, within 10 miles 84% U.S. citizens 3) 71% average A/B grades. 4) 40% report from low income families. The following was discussed: • Why are students showing an increase in their perceived strength/competency in math and public speaking? • Students' perceived need for remedial assistance in writing and English. Most popular majors: Business, Engineering. Social sciences are lower as is education.	responses on CIRP. • Look at the numbers wanting to only transfer (this question was not asked). The wording of this question should be reviewed. • Look at responses to this item as compared to CCC Apply. Since the survey will not be administered in Fall 2015, the Council is recommending the following: • Review the institutional questions: • For REI Disaggregate responses by when they complete the survey – difference with those taking it earlier? • Look further at best way to communicate with them – through the Mt. SAC portal or cell or email? • Look at how students are interacting with technology – access to computers, printers,

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		The following are the highlights of the institution-specific questions: • How students performed in high school about the same. • Women reported doing well but didn't participate in many school activities. • Males reported doing okay in classes, but had more fun participating in activities. • Rate of Honors and AP English increased by 4% from 2007 to 2014; • 10% decrease in college prep English. • Increase in ESL. • Purpose of attending Mt. SAC: Goals in attending Mt. SAC about the same from 2011 in graduating with AA and transferring as 2014. • Being a new college student: "excitement" was higher, but so was "anxiety" and "fear". • Outside of college: 8% "I am the only one providing income for the family." 63% "my family allows me to concentrate mostly on school" compared previously to 74%. • Going to for advice: 5% report having "no one to go to" for advice and help. Look at more specific responses to "Who will you	use of smart phone over computers.

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		go to for advice related to college?" Recommended: Take a look at this item. Can we have multiple responses? • "What type of support will you need the most at Mt. SAC?" 43% counseling from 55% in 2007; 35% financial aid or job on campus. Only 2.4% state needing "access to computers on campus."	
4.0	Sexual Harassment/Violence Issues and Responsibilities – Carolyn Keys		Tabled to the next meeting on June 1st.
5.0	**Reports from Committees**		
a.	Student Equity - Minutes: 3/9/2015, 4/13/2016, and 4/27/2015 and SE Plan Update	The following was shared: • Jeff shared that a revised Student Equity Plan is due in early November 23. • Carolyn reviewed the 4 committee goals. • Committee is still working on a reporting process for departments to update progress on the plan. • Minutes: 3/9/2015, 4/13/2016, and 4/27/2015	The Council accepted the committees' minutes.
b.	SSSP Advisory - Minutes	Jim reported the following: • The committee sat through a webinar on Common Assessment for their last meeting. • Minutes from April 22nd • No notification about the SSSP Plan due on	The Council accepted the committees' minutes.

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		October 30. • Jeff shared that feedback from the Chancellor's Office on our submitted plan will be received soon. • Changes to our plan will need to be submitted and a non-credit plan will need to be developed.	
c.	Basic Skills - Minutes		No report
6.0	**Action Items**:		
a.	AP 5520 – Student Discipline – Audrey/ Carolyn		Tabled to the next meeting on June 1st.
7.0	**Updates**		
a.	SSSP Plan - Jim Ocampo & Lucy De Leon		Tabled to the next meeting on June 1st.
8.0	**New Items**		
a.	2015-2016 Catalog Timeline - George Bradshaw		Tabled to the next meeting on June 1st.
9.0	Next meeting 6/4/2015 agenda items: • 2014-2015 Year End Accomplishments • Multiple Measures (Jim) • AP 5520 • 2015-16 Catalog Timeline • Current Status: SSSP Plan		

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