



**Student Preparation and Success Council – Meeting Minutes**  
**May 4, 2015**  
**9B-Student Services Center- Ragan Room**

**Members**

<input checked="" type="checkbox"/> Audrey Yamagata-Noji (Co-Chair)	<input checked="" type="checkbox"/> Jeff Archibald (Co-Chair)	<input type="checkbox"/> Dan Smith	<input checked="" type="checkbox"/> Tom Mauch	<input checked="" type="checkbox"/> George Bradshaw
<input 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 checked="" type="checkbox"/> Linda Diaz	<input type="checkbox"/> Luisa Howell	<input checked="" type="checkbox"/> Bruce Nixon	<input checked="" type="checkbox"/> Randy Wilson	
<input type="checkbox"/> Mary Hoff Student Rep	<input type="checkbox"/> Karla Sanchez, Student Rep	<input checked="" type="checkbox"/> Irma Marin, Recorder		

Guest: Carolyn Keys, Co-Chair, Student Equity, Lucy De Leon, SSSP Project/Program Coordinator

<u>Item</u>	<u>Agenda Topic</u>	<u>Discussion</u>	<u>Recommendations</u>
1.0	Review Agenda & Minutes from April 20, 2015 meeting.	<ul style="list-style-type: none"> <li>The council suggested the following changes: 2.0 b – “<b><i>Initially</i></b>, a student needed 3 points based on their responses <b><i>to the multiple measures survey to be placed at the next higher level.</i></b>”</li> <li>MOVE: “The Multiple Measures Survey is used ...” to between “AWE” and “There is a point system...”</li> <li>Remove: “<i>It is not used for all students as part of the initial placement.</i>”</li> <li>Amend: “Accuplacer has a questionnaire attached to the instrument. – strike</li> <li>2.0 c – “March 12 and 26” change: “which reviewed the midterm reports.” Change: “The tutoring midterm report included initial”</li> </ul>	<p><b>Action:</b> To approve the minutes with changes.</p> <p><b>Motioned moved by:</b> Linda Diaz</p> <p><b>Motion seconded by:</b> Randy Wilson</p> <p><b>Approved:</b> Unanimously</p>



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		<ul style="list-style-type: none"> <li>• ...at least 90 min in tutoring.</li> <li>• Change: Glenda explained that they <b>may</b> reapply back through BSI for 2015-2016.</li> <li>• 5.0a – Carolyn incorporated LeAnn's recommended changes.</li> <li>• Glenda will provide grammar changes to Carolyn.</li> </ul>	
2.0	Introductions	<ul style="list-style-type: none"> <li>• Karla Sanchez and Mary Hoff introduced themselves.</li> </ul>	Informational
3.0	AP5010 - Admissions- George	<p>The Council reviewed the AP and discussed the following:</p> <ul style="list-style-type: none"> <li>• A section needs to be added that relates to recently passed legislation that allows colleges to hold a hearing for students who have been expelled for egregious offenses from another community college. Reference to this is in the proposed AP 5520—"Prior-Expulsion Assessment Hearing." Recommended to include a statement in AP 5010 that references this.</li> <li>• The following language was suggested to be added to the end of AP 5010: <b><u>Prior Expulsion Assessment</u></b> <b><i>Students who have been expelled from another community college or are</i></b></li> </ul>	<p>The Council unanimously approved the recommended and revised changes to the AP.</p> <p>The AP will be forwarded to Academic Senate for approval.</p>



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		<i>presently undergoing expulsion from another community college will be subject to additional approval prior to admission. Reference AP 5520 Student Discipline Procedures.</i>	
4.0	Sexual Harassment/Violence Issues and Responsibilities – Carolyn Keys	Carolyn was not present to share this information.	Tabled to the next meeting on May 18 <sup>th</sup> .
5.0	<b><u>Reports from Committees</u></b>		
a.	Student Equity	The Council reviewed the minutes from March 23 <sup>rd</sup> .	The Council unanimously accepted the Committee’s minutes.
b.	SSSP Advisory	<p>The following was reported by Jim Ocampo:</p> <ul style="list-style-type: none"> <li>• The Chemistry Test validation was questioned by the Chancellor’s Office. It is a locally managed test. The faculty needs to validate the test items using an item analysis. Jim reported that the vast majority of questions were found to be pertinent.</li> <li>• Goal for “Automation of Multiple Measures Assessment”: Jim reported that the questions are placed on the portal. The next step is to automate the process to utilize the results.</li> </ul> <p>The Council reviewed the Committee’s Goal and</p>	<p>The Council unanimously accepted the minutes with the following recommendation:</p> <ul style="list-style-type: none"> <li>• Jim is to make a presentation at the next meeting on May 19<sup>th</sup> related to multiple measures. The presentation is to include the criteria, the scoring, the use of the survey, and the automation process.</li> </ul>



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		Progress Report for 2014-15.	
c.	Basic Skills	The Council reviewed the minutes from April 9 <sup>th</sup> .	The Council unanimously accepted the Committee's minutes.
6.0	<b><u>Action Items:</u></b>		
a.	AP 5520 – Student Discipline – Audrey	<p>The Council reviewed pages 1 through 5 of Audrey's edited version. The following were the suggested edits:</p> <ul style="list-style-type: none"> <li>• Page 1: Added: Definition of Administrative Hold and Administrative Withdrawal</li> <li>• Page 1: #5: Separate Definition of Designated Student Services Administrator and Designated Office – Student Life Office</li> <li>• Page 3: Under Jurisdiction: 3<sup>rd</sup> paragraph: Added (Reference AP4350 Student Travel Guidelines)</li> <li>• Page 3: Section Removal from Class: corrections to 1<sup>st</sup> paragraph: Any <b><u>instructor or professor</u></b> may order a student removed from his or her class for the day <b><u>an incident occurs as well as</u></b> <del>of the removal and the next class meeting</del> <b><u>provided the alleged violation is documented.</u></b> The professor shall immediately <del>report the removal</del> <b><u>complete a Student Misconduct Report</u></b></li> </ul>	The Council recommended bringing the AP back to finish reviewing at the next meeting on May 18 <sup>th</sup> .



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		<p><b><u>with the Student Life Office regarding the removal of the student</u></b> to the Student Life Office</p> <ul style="list-style-type: none"> <li>Page 5; Disciplinary Procedures: correction in paragraph 3: ... <b><u>The letter official notice....</u></b></li> </ul>	
b.	Basic Skills – Approval of BSI Funding for 2015-16- Glenda Bro	<p>Glenda reported the following:</p> <ul style="list-style-type: none"> <li>Potential carry-over of \$306,755.</li> <li>Added research support (\$35,000), professional development (\$20,000) and continued permanent salaries (\$429,470).</li> <li>Proposed projects (to be approved) total \$887,630.</li> </ul>	<p><b><u>Action:</u></b> To approve the Basic Skills Funding for 2015-16  <b><u>Motioned moved by:</u></b> Bruce Nixon  <b><u>Motion seconded by:</u></b> Luisa Howell  <b><u>Approved:</u></b> Unanimously</p> <p>Basic Skills Funding will be forwarded to Academic Senate Executive Board on May 14<sup>th</sup> and to full Senate on May 21<sup>st</sup> for approval.</p>
7.0	<b><u>Updates</u></b>		
a.	SSSP Plan - Jim Ocampo & Lucy De Leon		Tabled to the next meeting on May 18th.
b.	Student Equity Plan – Carolyn Keys		Tabled to the next meeting on May 18th.
c.	AP 4225 Course Repetition- George Bradshaw		Tabled to the next meeting on May 18th.



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8.0	Next meeting 5/18/2015 agenda items: <ul style="list-style-type: none"><li>• Presentation: Early Alert Task Force –David Charbonneau and Julie Perez Garcia</li><li>• Presentation: CIRP - Barbara McNeice-Stallard and Micheline Pontious</li></ul>		