



Student Preparation and Success Council – Meeting Minutes
March 7, 2016
9B-Student Services Center- Ragan Room

Members

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|--|-------------------------------------|------------------------------------|---------------------------|-------------------------------|
| <u>x</u> Audrey Yamagata-Noji (Co-Chair) | <u>x</u> Jeff Archibald (Co-Chair) | <u>x</u> Dan Smith | <u>x</u> Tom Mauch | <u>x</u> George Bradshaw |
| <u>x</u> Matt Judd | <u>x</u> Jim Ocampo | <u>x</u> LeAnn Garrett | <u>x</u> Barbara Gonzales | <u>x</u> Irma Marin, Recorder |
| <u>x</u> Linda Diaz | <u>x</u> Luisa Howell | <u>x</u> Bruce Nixon | <u>x</u> Randy Wilson | |
| <u>x</u> Corey Case, Student Rep | <u>x</u> Lucky Morales, Student Rep | <u>x</u> Rene Jimenez, Student Rep | | |

NEW STUDENT MEMBERS: Lucky Morales; Rene Jimenez
 Guest: Michelle Dougherty, English, Literature & Journalism Professor

<u>Item</u>	<u>Agenda Topic</u>	<u>Status</u>	<u>Meeting Outcome</u>
1.0	Review Agenda & Minutes from Dec 7th meeting.	The Council reviewed the minutes from the December 7, 2015 meeting	Action: To approve the Council's minutes with no corrections Motion moved by: Bruce Nixon Motion seconded by: Luisa Howell Approved: Unanimously
2.0	Update on BSCC - Michelle Dougherty	Michelle Dougherty, Basic Skills Initiative Coordinator for the Basic Skills Coordinating Committee presented updates, a summary of the Basic Skills report and a rubric for proposals. The rubric will add two new aspects – 1) high degree of student engagement; 2) address disproportionate impact and the needs of traditionally disadvantaged students.	Recommendation: To invite Michelle Dougherty to a future meeting to update the Council on the BSI funding as well as the upcoming Basic Skills Transformation Grant proposal submission.



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		<p>At end of 2014-15, funds were left and retained in reserves in order to have sufficient funding for all activities. The BSCC only reviews BSI funding.</p> <p>Michelle also shared information from the Acceleration Project relative to amending placement practices using corequisites and redesigning developmental courses (curricular redesign and new course development).</p> <p>Michelle agreed to return to continue to update the Council on the work of the BSCC, including funding and approved activities.</p>	
3.0	<u>Reports from Committees</u>		
a.	Student Equity - Minutes: 11/23/15	<p>The Council reviewed the Student Equity Committee Minutes of November 23, 2015.</p> <p>LeAnn shared that the library was conducting focus groups about library resources and information competency. They queried students about barriers that students face that impact their use of the library. They will also be meeting with counselors to get similar input. \$18,800 was provided to purchase 150 new books (with high circulation) available on reserve. The library will also open on Sundays beginning 3/13/16, 1:00 to 9:30 p.m.</p> <p>Rene inquired how the Associated Students can assist with either purchasing more books or providing snacks on Sundays.</p>	<p>Action: To accept the Student Equity Committee minutes Approved: Unanimously</p>



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b.	SSSP Advisory Committee - Minutes: 10/14/15 & 10/23/15	<p>The Council reviewed the October 14, 2015 and October 23, 2015 minutes from the SSSP Advisory Committee. Only October minutes were shared as these were the only ones approved thus far. Their first meeting of spring is this week.</p> <p>Jim reported on Common Assessment and the recommendation from the Chancellor's Office to establish an implementation team that would include other faculty and IT. A campus implementation team will need to be appointed by the Senate. The call for participants needs to be sent to the Academic Senate immediately. Jim will review this with the SSSPAC.</p> <p>Common Assessment tests have not yet been piloted within the state. The earliest would be testing in Fall of 2016 for placement in the Spring of 2017.</p> <p>The COMPASS will no longer be available starting this summer. We use COMPASS for ESL reading placement. We will need AmLa to assist in determining a reading placement instrument for AmLa.</p>	<p>Action: To accept the SSSPA Committee minutes Approved: Unanimously</p> <p>After SSSPAC reviews Common Assessment implementation issue, the Academic Senate will work to make appointments to the Common Assessment Implementation Team.</p>
c.	Basic Skills - Minutes: 11/12/15		Tabled to the next meeting on March 21, 2016
4.0	Pending Items		



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a.	<p>AP 5040: Student Records, Directory, and Privacy Information- For approval</p> <p>Jeff Archibald</p>	<p>Jeff presented proposed amendments to AP 5040 based on the December 7th Council discussion. The original version was missing certain sections and was most likely out of compliance with the law. The name is not Student Rights and Privacy Act but it is the FAMILY Educational Rights and Privacy Act. Three points were added: 3) the location of the log or record required to be maintained; 4) the criteria used by the College in defining “officials and employees” and determining “legitimate educational interest” and 6) the right of the student to have access to his or her records.</p> <p>Under definitions, only #5 (Public Safety) is new – the others were just reworded.</p> <p>We release the student’s community of residence under Directory Information, not additional student contact information (that is allowable but not in our procedure).</p> <p>Access to Educational Records – submission by student in writing “no later than 15 working days following the date of request” – per Ed Code.</p> <p>Authorized Representatives additions are from the Ed Code.</p> <p>Deleted sections (page 5) were duplicative. Military reference is retained.</p>	<p>Action: To approve AP 5040 and forward it to the Academic Senate Approved: Unanimously</p>



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		<p>Maintenance of a log for those who access records was added per Ed Code.</p> <p>Correction or Removal of Information from Student Records – added per Ed Code.</p> <p>Use of Social Security Numbers was also added listing the limitations of the use of SSNs. Students are not required to supply an SSN as part of the college’s application process through Open CCC Apply.</p>	
b.	<p>AP 5071: Student Leave of Absence- First Reading Jeff Archibald; George Bradshaw</p>	<p>Concern is that this AP is not necessary as there are other updated procedures (e.g. appeals to enrollment priority) that cover this. Additionally, our current interpretation and business process of determining a continuing student for enrollment purposes allows the student to miss a term. AP 5055 contains details about enrollment priorities and appeals to the Dean of Counseling.</p>	<p>Council members are to review this AP to consider whether or not it is still required.</p> <p>Council members are encouraged to also review AP 5055.</p>
c.	<p>AP 5075: Course Adds and Drops- First Reading Jeff Archibald; George Bradshaw</p>	<p>Jeff shared suggested amendments to AP 5075. References to 20% and 30% and “W”s and calculation of census were out-of-date. Clarifications were necessary such as “a course’s scheduled meeting time” as well as when a “W” notation is made. One correction: “After 60% of the course’s scheduled meeting time, a student must receive an evaluative symbol.” This percent should be changed from 61% to 60%.</p> <p>C&I is also reviewing this relative to online classes. Syllabus needs to define whether a student is “actively participating.” AP 4105 covers Distance Learning – enrollment in attendance is defined as well as</p>	<p>Presented for first reading. Council members will be asked to approve the amended AP at the next meeting.</p> <p>Council members should review AP 5075 along with AP 4105 regarding distance learning.</p>



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		active participation. Instruction MAY drop a student in an online course for not participating in the first 20% of the course.	
5.0	Next meeting: 3/21/16 Future Agenda Items <u>Future Meetings</u> April 4, 2016: April 18, 2016: May 2, 2016: May 16, 2016: June 6, 2016: (9C-5) Finals Week	<u>March 21, 2016 Meeting</u> AP 5075 and AP 5071 for second reading and approval Pathways Project Overview CIRP, TCC and CCSSE Surveys – status update from Research <u>April 18, 2016 Meeting</u> Senate LGBT Task Force Recommendations Senate Non Credit Task Force Recommendations	