



Student Preparation and Success Council
 Student Services Center, 9B – Ragan Room
 December 3, 2018 – Minutes

Members [14]

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| <input checked="" type="checkbox"/> Audrey Yamagata-Noji, Co-Chair | <input checked="" type="checkbox"/> Lina Soto, Co-Chair | <input type="checkbox"/> Ned Weidner |
| <input checked="" type="checkbox"/> George Bradshaw | <input checked="" type="checkbox"/> Michelle Dougherty | <input type="checkbox"/> Vacant Director of Assessment |
| <input type="checkbox"/> Guadalupe De La Cruz | <input checked="" type="checkbox"/> LeAnn Garrett | <input type="checkbox"/> Vacant faculty |
| <input checked="" type="checkbox"/> Francisco Dorame | <input type="checkbox"/> Matt Judd | <input type="checkbox"/> Vacant faculty |
| Student Representatives: | <input checked="" type="checkbox"/> Mario “Gabriel” Alfaro | <input type="checkbox"/> Vacant Student Representative |
| | <input type="checkbox"/> Shadiyah Omar | |

Guests: Marti Whitford

Item No.	Agenda Item	Discussion	Outcome
1.0	Review Today’s Agenda and Minutes from October 15, 2018		
2.0	Committee Meeting Minutes for Review and Approval	Michelle suggested the following change to the last sentence in 6.0 regarding “Highly Unlikely to Succeed”: “Students who were eligible for English 68 and were allowed to enroll in the English 1A + corequisite course had a higher pass rate than students who were eligible for English 1A.”	Minutes approved as corrected. Accreditation Standard IV.A.7
a.	Basic Skills – <i>no minutes for approval</i>		
b.	Student Equity – <i>no minutes for approval</i>		
c.	SSSPAC – October 24 and November 14 minutes for approval	At their October 24 meeting, the committee reviewed the Counseling department’s online advisement tool through Cynosure. Jason Hayward represented counseling and will send the link to English, Math, AmLa, and READ for feedback. Concern was raised at the meeting regarding 2 students whose AWE essays placed them into E1A + 80 but	Accepted the minutes with commentary and considerable discussion. Accreditation Standard IV.A.7



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		<p>AmLa deemed these students as “highly unlikely to succeed.” Concern is that students are not receiving the message to consider LERN, Access Program, non credit, or meet with a counselor.</p> <p>A reference to “reverse early alert” was not understood by council members. The committee wants to refer this concern (whatever it means) to George Bradshaw.</p>	
3.0	<p>Student Equity Committee’s purpose and function statement - <i>Council to review and approve submitted draft</i></p>	<p>This item came before the Council because the Committee sent their revisions directly to the President’s Office, bypassing the Council. Should be “Six Faculty (appointed by the Academic Senate)” with the faculty co-chair being clearly delineated. Unclear why the “noncredit” for faculty member (Venus Soriano) was crossed out. Suggest that it say “6 faculty appointed by Academic Senate with 1 being non credit.”</p>	<p>The Council’s requests for changes and clarifications will be sent to the Committee.</p> <p>Accreditation Standard IV.A.2</p>
4.0	<p>AP 5200 Student Health Services – review changes submitted by Grace and Marti (Marti Whitford)</p>	<p>Marti Whitford, Director of Student Health Services, presented the updates to AP 5200 to match the Chancellor’s Office Student Fees Handbook. 2 items were removed from students who are exempt from paying the health fee: low income students and dependent children and surviving spouses of CA National Guard.</p> <p>She explained that to do physical exams, a fee must be charged. Discussion about whether this statement was accurate. Recommended to rework this statement. The fee in the AP was stated incorrectly at \$45, but it has only been \$40. It is also stated the laboratory testing is an additional \$5 charge – need to review this.</p>	<p>Recommendation not to have specific dollar amounts listed for fees and to re-work certain sections (e.g., charging for physicals) as discussed.</p> <p>Need to confirm the name change for the Bursar’s office to Cashier’s office.</p> <p>Need to be sure that references to Ed Code and Title 5 are accurate.</p>



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		<p>How do students know they can request a waiver?</p>	<p>Need to clarify the waiving of the health fee for K-12 Special Admits (BP 5030) and Dual Enrollment (BP 5010).</p> <p>Bring back revised AP 5200 for the March 2019 SP&S Council meeting.</p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard II.C.4 Accreditation Standard IV.A.7</p>
<p>**</p>	<p>** <i>added to agenda at meeting</i> SSSPAC Update and Multiple Measures (Francisco)</p>	<p>Francisco explained that the committee has been acting more like a work group than part of the governance process. They are operating as an autonomous group and are not always reporting/making recommendations to SP&S Council. David Beydler has sent “new parameters” (for math placement) out to various campus departments.</p> <p>Marty shared that the committee should be making recommendations to SP&S which would in turn go to the Academic Senate for approval. Regular reports from SSSPAC to supplement their minutes is desired. The Committee should not be deciding</p> <p>Other individuals (e.g., IT) have been attending the meetings because of requests to modify the AQ and for</p>	<p>Council will request that the AmLa faculty/SSSPAC report to SP&S Council.</p> <p>Marty, Lina and Audrey will bring this issue to AMAC.</p> <p>READ and AMLA faculty will be invited to the March SP&S Council meeting to review their thoughts and recommendations and to discuss the process for moving forward.</p> <p>Accreditation Standard IV.A.2 Accreditation Standard IV.A.5 Accreditation Standard IV.A.7</p>



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other requests. Other individuals are coming to the committee to seek approval for placements.

To date, a lot of the changes related to Multiple Measures Placement has been fairly informal and recognizing discipline faculty recommendations. We've tried to maintain the autonomy for the discipline faculty/departments to "decide", but we still need some type of coordination/approval process.

AmLa has made a recommendation for an assessment for placement. Francisco explained to the committee that it needs to go forward to SP&S for approval.

The READ department took their recommendations for placement and satisfying of the reading requirement (competency) to C&I Council – bypassing all other governance processes, but using their departmental "purview".

Marty suggested that placement proposals should come to SP&S. Although SP&S didn't "approve" the current placement recommendations for English and Math, input was still provided through various mechanisms.

Audrey shared the notes from the November 16 Academic and Student Services Fall Summit meeting related to Multiple Measures. Major concerns noted were communication, research, policies/procedures,



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		<p>impacts on students, impacts on faculty, and providing academic support.</p> <p>Non Credit has been offering some “boot camp”</p>	
5.0	BP/AP 5030 Fees (George) – carried over from 9/17	<p>This was the last of the review of the 5000 series of BP and AP. “Waiving of Fees for K-12 Special Admission Students” includes dual enrollment, per George. AP 5010 on dual enrollment waives student representation fee, non resident fees, capital outlay fees, health services, etc. However, BP 5030 on Fees does NOT list student representation fee as being waived.</p>	<p>Francisco and George will research what is being charged to K-12 Special Admission students and make recommendations to reconcile BP 5030.</p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard I.C.6</p>
6.0	BP/AP 5040 Records (George) – carried over from 9/17	<p>This was sent forward to Academic Senate who sent it to AMAC. President Scroggins pulled this back with concerns related to undocumented students – especially related to “directory information.” Lina will look at her notes and we will research the current status and the proposed changes.</p>	<p>Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard II.C.6</p>
7.0	CA College Promise: Mt. SAC Library Tech Equity Pilot	<p>Reviewed the Library Tech Equity Pilot proposal – consensus to identify targeted student populations (single parents, foster youth, formerly incarcerated) and provide them with loaner laptops through a check-out system in the library (not the self check-out machine). We will identify students through REACH, CARE and CalWORKs to begin. In this way we can better check the usage of the technology and any particular outcomes.</p> <p>Other discussions centered on providing students with book grants as incentives for enrolling full time.</p>	<p>Audrey will work with Eric Lara and LeAnn to get this pilot kicked off for Spring 2019.</p> <p>Accreditation Standard II.A.7 Accreditation Standard IV.A.5</p>



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8.0	Review concerns in using OnBase (carried over from 10/15 meeting)	This item was discussed as part of other discussions related to the tracking of changes for various BPs and APs. The concerns are that others can update the most recent version but the author may not always know who made the changes and why. In other instances, it is unclear where the changes are routed to.	<p>Suggest having an IT person who oversees this attend a SP&S Council meeting to review how this system works.</p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard IV.A.7</p>
9.0	AB 19 Promise Program (ongoing discussion)	[See #7 above]	
10.0	SEA Program (ongoing discussion)	Timeline was reviewed. In order to meet the June 2019 submission deadline, all SP&S Council members will be invited to attend working meetings during the winter intersession.	<p>Maridelle will send out a meeting invite to all SP&S Council members who are interested in participating in the development of the SEA Program plan. One or more meetings will take place during the Winter intersession with the goal to have a draft ready for review by SP&S Council in March.</p> <p>Accreditation Standard IV.A.5</p>
11.0	Multiple Measures (ongoing discussion)	[See above discussion regarding SSSPAC]	
**	** <i>added at meeting</i> APs/BPs		<p>Lina requested that we develop a schedule of BPs and APs needing review</p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard IV.A.2 Accreditation Standard IV.A.7</p>
12.0	Future Presentations/discussions		



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	Receive update from Student Equity (Eric Lara)		
	BP/AP 5400 Associated Students (A.S. requests to be put on hold until further notice)		
	BP/AP 5410 Associated Student Elections (A.S. requests to be put on hold until further notice)		
	BP 5140 Students with Disabilities (under review by Grace Hanson)		
	AP 5520 Student Discipline Procedures (under review by Student Life)		
	Review status of Basic Skills Plan and Committee		
	Next meeting dates: March 4, 2019		