



Student Preparation, Equity and Achievement Council
 Online via Zoom
 April 6, 2020 – Minutes

Members [18]

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| <input checked="" type="checkbox"/> Audrey Yamagata-Noji, Co-Chair | <input checked="" type="checkbox"/> Lance Heard, Co-Chair | <input type="checkbox"/> Matt Munro | <input checked="" type="checkbox"/> Ned Weidner |
| <input checked="" type="checkbox"/> Madelyn Arballo | <input checked="" type="checkbox"/> Francisco Dorame | <input checked="" type="checkbox"/> Donna Necke | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> David Beydler | <input checked="" type="checkbox"/> Michelle Dougherty | <input checked="" type="checkbox"/> Bruce Nixon | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> George Bradshaw | <input type="checkbox"/> Matt Judd | <input checked="" type="checkbox"/> Chisa Uyeki | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Guadalupe De La Cruz | <input checked="" type="checkbox"/> Sara Mestas | <input type="checkbox"/> Michael Myers | <input type="checkbox"/> Sophia Ruiz |
| Student Representatives: | <input type="checkbox"/> Jacob Duarte | | |

Guests: Lisa DiDonato

Item No.	Agenda Item	Discussion	Outcome
1.0	Review Today's Agenda and Minutes from March 2, 2020		Minutes of March 2, 2020 approved.
2.0	Committee Meeting Minutes for Review and Approval		
a.	Student Equity – November 25 minutes for acceptance	Last Student Equity Committee minutes accepted by Council was for October 28 on December 2.	Minutes accepted from November 25, 2019. Accreditation Standard IV.A.7
b.	SSSPAC – February 26 and March 11 minutes for acceptance		Minutes of February 26 and March 11 accepted. Accreditation Standard IV.A.7
3.0	AP/BP 5030 – Fees (Francisco to provide update on subcommittee) <i>Suggested changes related to fees and dual enrollment students</i> History: Presented to Council by M. Ramey as part of 5000 series review in April 2017. Council agreed to hold until what would happen with Dual Enrollment;	Francisco reported. AP 5030: Recommendations were to alphabetize the fee authorizations. This has been done. Removed non applicable fees. Also, alphabetized and modified the fees prohibited by law. Changed “breakage” to “damage”. Special Admit/Dual Enrollment was added. Added Education Code references for other fees.	Madelyn will forward noncredit language to be included in the BP and the AP. After this is included, the BP and AP will move on to the Academic Senate. No need to return to SPEAC after. Both the edited and the clean versions will be sent to the Senate (Maridelle).



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	<p><i>Brought back to Council in December 2018; Stated that “Waiving of Fees for K-12 Special Admission Students” includes dual enrollment, per George. AP 5010 on dual enrollment waives student representation fee, nonresident fees, capital outlay fees, health services, etc. However, BP 5030 on Fees does NOT list student representation fee as being waived. Francisco and George tasked to research what is being charged to K-12 Special Admit students and make recommendations to reconcile BP 5030;</i></p> <p><i>In November 2019, the Council agreed to appoint a subcommittee to work on this item. Francisco to work with George and reps from Dual Enrollment, noncredit, International.</i></p> <p><i>March 2, 2020 – Francisco presented AP/BP 5030 with revisions recommended by a subcommittee. The documents will be brought back to the Council with further updates</i></p>	<p>BP5030: Added Ed Code references at the top. Removed references to enrollment fee, health fee, and student activities fee and referenced AP 5030. Removed language related to political, religious, him/her, and other small adjustments.</p> <p>The update to the Student Representation Fee (January 2020) was also made.</p> <p>Some changes were based on the current changes with Dual Enrollment and ensuring that the updated Dual Enrollment agreements matched our college policies/processes.</p> <p>Ed Code 76380 relates to prohibition of fees for noncredit students. Some fees are prohibited but some have no authority. Madelyn suggested adding this Ed Code reference and to add language to the BP and AP to clarify what fees you can NOT charge to noncredit students.</p>	<p>Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard I.C.6</p>
4.0	<p>Subcommittee(s) for Administrative Procedures & Board Policies (ongoing) Discussion to review process to appoint BP/AP subcommittees</p> <p>History: <i>This item was on the agenda for March 2nd, 2020, but was to be held over until the next meeting. Lance said that the Council should think about whether establishing a separate workgroup for AP/BPs is a benefit.</i></p>	<p>Chisa recommended postponing this discussion and to only work on the most critical ones, and those that are close to moving forward.</p> <p><u>Review of APs and BPs</u></p> <p>5520 – Student Discipline Procedures (scheduled for next meeting)</p> <p>5140 – Students with Disabilities (Grace)</p> <p>5035 – Withholding of Student Records and Registration --- sent back from AMAC – George thinks it was done. Maridelle will check. Based on new law, can’t withhold transcripts for debt collection. It was approved by SPEAC in 2019 and was stopped at AMAC in October 2019.</p> <p>AP/BP 5300: Student Equity Committee is making changes to it.</p>	<p>5520: Audrey will work with Andi, Alejandra and Koji and will have ready for next meeting.</p> <p>Look into AP 5035, if it was already changed at a SPEAC meeting, it can go back to AMAC. Maridelle to follow up.</p> <p>5140 and 5300: Need to get update from Grace and Student Equity Committee as to whether to move these forward this semester. Maridelle to follow up with them. Accreditation Standard I.B.7</p>



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			Accreditation Standard I.C.5 Accreditation Standard IV.A.7
5.0	<p>Review CIRP Survey questions Requesting presentation by RIE -How to administer CIRP -When? -How many? -Review of institutional questions</p> <p>History: <i>The 2016 CIRP was presented to the Council by Bruce in March 2018. This was the last time CIRP was administered. Per Barbara, for CIRP, “Institutions have the option of adding up to 20 multiple choice questions of specific local interest at the end of the questionnaire.” Each response choice students give is considered 1 question. So, 20 clicks=20 questions</i></p> <p><u>March 2, 2020:</u> <i>Lance provided a brief overview of this agenda item. Maridelle will send a reminder to the Council to review CIRP questions (including a link on CIRP from Mt.SAC’s 2017 Institutional Self-Evaluation Report), prior to the next meeting. This agenda item will be carried over to the next meeting and Council members will provide their input on the Mt. SAC’s specific questions, as well as provide any recommended new questions.</i></p>	<p>Lisa DiDonato joined the meeting. Council members haven’t had sufficient time to review potential new questions. Discussion centered around how best to give the survey and what to focus on for your institutional questions. Council members were asked to provide suggestions about the institutional questions (n= 15-20). Bruce worked with a subcommittee to update the institutional questions about 3 years ago. Maridelle will query council members for questions or themes for questions to be included.</p>	<p>Lance will meet with Lisa to review the CIRP and the institutional questions.</p> <p>Francisco will review the possibility of delivering the CIRP as part of the New Student Orientation.</p> <p>Council members will submit suggestions for institutional questions to Maridelle.</p> <p>Maridelle will send the current institutional questions to Council members as a reference.</p> <p>Will decide at the next meeting to go or not for Summer/Fall 2020.</p> <p>Accreditation Standard I.B.6 Accreditation Standard II.A.7 Accreditation Standard IV.A.7</p>
6.0	<p>AmLa Placement (David) <i>David to provide an update to the Council on AmLa placement, in light of no AWE testing</i></p>	<p>At the March 25 Assessment and Matriculation Committee, they discussed and made the following recommendations:</p> <ul style="list-style-type: none"> • Change the message in the AQ to provide a “See Counselor” message (instead of “Take the AWE”). Assessment Center staff will need to refer students to counseling. We will also need to update the Assessment Center webpage. 	<p>Work with Counseling and AmLa and English to develop a group to study the proposed assessment tool/“Can Do” questions and develop clarification of the rubric and provide training to counselors. (Francisco, Sara, Ned + Elizabeth)</p>



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		<ul style="list-style-type: none"> • Counselors will also need to be sent guidelines to determine whether students are coming to them as non-native English speakers or non high school graduates. • A “Writing Ability Student Self-Assessment” tool was developed to filter native versus non-native students. Students are to be shown a series of “Can Do” questions to help them assess their English abilities. The student selects which “Can Do” statement (from 1-6), and then the Counselor would inform the student of the best recommendation for placement. • Placement for AmLa is into ESL, AmLa 70, AmLa 80, AmLa 90, English 1A+80 and English 1A. These placements parallel the 6 “Can Do” series of questions. • Francisco stated that this proposal was presented to Counseling. Jesse Lopez, a member of the Committee, presented it. Sara suggested that the counselors receive “training” and “guidance” on how best to interpret responses in order to make appropriate recommendations. • Ned clarified that the student doesn’t need to be able to do all points enumerated under the 6 “Can Do” statements. • The former Student Success Inventory questions were used to “bump up” a student’s English placement level. The Council reviewed the 15 questions, absent the “Hope Theory” questions. Some of the 15 questions are duplicative of the current questions in the AQ. • Sara asked if Counseling can get a daily report for students who take the AQ and get the “Take the English Assessment Test” or “See Counselor” so that Counseling can follow up with students (and not just leave it up to students to figure out the next step). 	<p>Develop a process for Counseling to receive a regular report of students who are receiving the message “See Counselor” or “Take the English Assessment Test.” (Francisco; Audrey; David)</p> <p>Explore the possibility of embedding the “Can Do” questionnaire into the AQ. (Audrey; David)</p> <p>Francisco asked for approval from the Council for counselors to do “overrides” in the AQ Administrative Form for counselor-guided placement, once the subgroup makes its recommendations. This will return to the Council and then possibly forward to Senate.</p> <p>Accreditation Standard II.C.5 Accreditation Standard II.C.7 Accreditation Standard IV.A.7</p>
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		<ul style="list-style-type: none"> • Discussion about students who didn't graduate from high school who get the message "See Counselor." • Reviewed the counselor override process. • New AQ Counselor Placement Codes will need to be developed. 	
7.0	Multiple Measure survey (David) <i>David to provide update to Council on the development of Multiple Measures survey</i>	Covered above Many of the Student Success Inventory questions no longer apply as they are already in the AQ.	
8.0	Research Agenda (David) <i>David to provide update to Council on the findings to date and plans for further research</i>		Hold over for next meeting
9.0	Student-related Issues to COVID-19 (Audrey) Audrey to provide update to the Council on student-related issues and surveys to students on COVID-19	Need clarification on the process of cancelling classes – is this an instructor-generated process with faculty using an FE code? This is the only option on the drop-down menu. How is the FE working? Does Banner generate a GW record for students who withdraw from a cancelled class? Both the FE and the GW should turn into EWs on the student's transcript.	Audrey will seek clarification and share with the Council and urge clarification with all faculty. Accreditation Standard I.C.1 Accreditation Standard I.C.6 Accreditation Standard IV.A.7
10.0	<i>Prioritization of actions for balance of Spring 2020.</i>	Agenda for April 20 meeting: <ul style="list-style-type: none"> • BP/AP 5520 – Student Discipline: Andi Sims, Alejandra Gonzalez • AP 5035 – if not previously approved: George; Maridelle • Receive recommendations related for AmLa and placement of students receiving "See Counselor" and "Take English Writing Test": Ned, Sara, Francisco, (Elizabeth – to be invited to meeting) • CIRP review: Lance (Lisa to be invited to meeting) • Review AQ Data to date and AQ Research Agenda: David (Maria Tsai to be invited to meeting) 	Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard IV.A.7
	Future Presentations/discussions <i>Listed on a separate Attachment</i>		



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	Next meeting dates: April 20, May 4, May 18, June 1		
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