



Student Preparation and Success Council
 Student Services Center, 9B – Ragan Room
 September 16, 2019 – Minutes

Members [13]

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

Guests: Barbara McNeice-Stallard, Annel Tagarao

Item No.	Agenda Item	Discussion	Outcome
1.0	Review Today's Agenda and Minutes from June 3, 2019	Council members introduced themselves. Corrections: Evelyn Hill-Enriquez was a guest 2.C – Reference Math <i>Placement</i> Specialists 3.0 – "Student who <i>select</i> an educational level"; Math 100 is missing from the list. "but not <i>having had...</i> "	Minutes were approved with noted corrections. Accreditation Standard IV.A.7
2.0	Committee Meeting Minutes for Review and Approval		
a.	Basic Skills – April 11 minutes for approval	Basic Skills Committee met throughout Spring of 2019 and will continue to meet in 2019-20, but have not yet begun meeting for Fall 2019. They will be looking at academic support and interventions this year.	Minutes of April 11, 2019 accepted. Accreditation Standard IV.A.7
b.	Student Equity – May 13, April 22, April 8 and March 25 for approval	It was noted that for many of the Student Equity Committee meetings there wasn't quorum. Bruce shared that they did have quorum at their first September meeting last week. Committee members have been set up as 2 nd and 4 th Mondays, 2:30 to 4:00 p.m. in the Equity Center.	Minutes were accepted. Lance and Chisa will meet with Eric and Eloise to review their Purpose and Function and the reasons that they haven't been able to meet quorum. Accreditation Standard IV.A.7



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c.	SSSPAC – May 22 minutes for approval	Chisa noted that she would like to see the Counselor Guide for Multiple Measures.	Minutes accepted. Agendize a review of the Counselor Guide to Multiple Measures at an upcoming meeting. Accreditation Standard IV.A.7
3.0	Review Student Preparation & Success Council's Purpose and Function Statement draft	Discussion around delaying the review of the purpose and function statement until further clarification is received about the restructuring of this council around SEAP. Chisa/Lance will review the faculty appointments and terms and bring back. Note: correct "Student and Success Support Program Committee" to add "Co-chair," replacing Director of Assessment. Need to discuss whether to designate the particular co-chair as the faculty or the administrative co-chair.	Agendize for an upcoming meeting. Accreditation Standard IV.A.2
4.0	2018-19 Year End Accomplishments		Next meeting agenda
5.0	Review 2019-20 Goals and Progress Report	<ol style="list-style-type: none"> 1. Keep as is: Website/minutes. 2. Develop a comprehensive plan/process to implement SEAP (Student Equity and Achievement Plan). 	This work will need to continue based on continued refinement of our Purpose and Function statement. Accreditation Standard IV.A.2
6.0	Review Student Equity Plan (submitted June 30 th , 2019)	Audrey reported that the plan was submitted by the due date, but has many limitations. The student population demographics was a formula of metrics provided by the Chancellor's Office. The Student Equity Committee is currently working on improved metrics, which should be brought and discussed with the Council.	Audrey will pull together a more comprehensive report on SEAP and the SEAP Workgroup.
7.0	SEAP Workgroup	Discussion focused around understanding and making recommendations on the structure for our SEAP work – including funding/allocations, priorities, activities and committee organizations. Discussed the directives given to BSI Committee, such that they only put forward a budget for 2019-20, based on their 2018-19	Accreditation Standard I.B.6 Accreditation Standard II.A.7 Accreditation Standard IV.A.5



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		carryover funds. How do we handle the budget, reporting and tracking of activities, along with design activities, programs and provide resources to meet students' needs?	
8.0	CCSSE 2019 Executive Summary of Results presentation (Barbara McNeice-Stallard; Annel Tagarao)	<p>The Community College Survey of Student Engagement (CCSSE) was administered in the Spring of 2019 for credit students who are 18 years of age or older only. The survey is long. It helps us to identify areas (to both celebrate and improve) related to student engagement.</p> <p>Barbara reviewed the "Highest and Lowest Aspects of Student Engagement."</p> <p>Our highest areas, in comparison to the total CCSSE cohort, are active:</p> <ul style="list-style-type: none"> • Made a class presentation • Worked with classmates outside of class to prepare assignments • Frequency: career counseling (2 or more times) • Frequency: peer or other tutoring (5 or more times) • Frequency: skill labs (writing, math, etc.) (5 or more times) <p>The comparison is to the average benchmark scores from the top 10% of the current 3-year cohort. AND, although our percentages are higher, they still may be lower than our own standards are.</p> <p>Our lower areas are:</p> <ul style="list-style-type: none"> • Asked questions in class or contributed to class discussions • Came to class without completing readings or assignments • Talked about career plans with an instructor or advisor (often or very often) • Frequency: academic advising/planning (2 or more times) 	<p>Barbara has presented at IEC, Accreditation Steering Committee and Guided Pathways workgroup. She volunteered to return to continue this review and discussion, which would include results from the Faculty Predictions Exercise.</p> <p>Several committee members would like to see all the data (responses) for each item.</p> <p>Maridelle will send an e-copy of the CCSSE 2019 Executive Summary to Council members who can share with others.</p> <p>Accreditation Standard II.A.7 Accreditation Standard II.C.5</p>



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		<ul style="list-style-type: none"> • Frequency: computer lab (5 or more times) <p>The institutional questions were changed in 2019 and were developed through Guided Pathways (versus the originally approved questions from SP&S Council in years prior).</p>	
9.0	AP 4230 – Grading Symbols (George Bradshaw)		Next meeting agenda
10.0	AP 5035 – Withholding of Student Records and Registration Privileges Status: discussion item on Academic Senate 9/12/19 agenda)		Next meeting agenda
11.0	Update on AQ (Audrey)		Next meeting agenda
12.0	Future Presentations/discussions		
	AP/BP 5030 – Fees (pending Francisco recommendations re: Dual Enrollment)		
	BP 5140 – Students w/ Disabilities (Grace Hanson)		
	AP 5520 – Student Discipline Procedures (Andi & Koji confirmed to present 10/21/19)		
	Review concerns in using OnBase – IT representative who oversees OnBase to attend a SP&S Council meeting to review how the system works		
	Review Student Equity Committee draft Purpose & Function statement		
	Review Basic Skills Coordinating Committee draft Purpose & Function statement		
	Review Student Success and Support Program Advisory Committee draft Purpose & Function statement		



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	Next meeting date: October 7, 2019		