



Student Preparation and Success Council
 Student Services Center, 9B – Ragan Room
 March 2, 2020 – Minutes

Members [18]

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

Guests:

Item No.	Agenda Item	Discussion	Outcome
1.0	Review Today's Agenda and Minutes from December 2, 2019 Discussion regarding what should be done with "Outcomes." Who should be notified?	<p>#7 – There was a discussion regarding AQ recommendations approved by the Council at the December 2 meeting and how changes have yet to be made.</p> <p>What happens when a decision is made here? We would want to make sure we have a clear understanding that the items being approved have been executed.</p> <p>David shared that some issues are only minor edits – others can/should go through Academic Senate. How should this be filtered? The recommendation was sent to Senate; however, hasn't been implemented. David said that in past practice, multiple people reported the issues to IT, which was problematic. Francisco said that an IT rep used to attend SSSPAC meetings, which helped changes move faster.</p> <p>Lance said that it is a matter of communication between SSSPAC and SP&S to document that IT implements any changes. Suggested that someone on the Council should reach out to IT on behalf of SP&S.</p>	<p>David will represent SP&S and forward SP&S minutes to IT, showing approved recommendations that need to be done.</p> <p>Minutes approved.</p> <p>Accreditation Standard IV.A.7</p>



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		David said that it's a good idea to send SP&S minutes to IT. For others that need to be forwarded to Academic Senate, note on the minutes which recommendations need to be approved by Senate.	
2.0	Committee Meeting Minutes for Review and Approval	The Council and all committees' purpose and function statements have been approved by Senate.	
a.	Student Equity – minutes not available until March 9		
b.	SSSPAC – November 20 minutes for acceptance		Minutes accepted Accreditation Standard IV.A.7
3.0	<p>AP 4225 Course Repetition and Withdrawals - sent back by Academic Senate to SP&S.</p> <p>Approved by Council May 2019 sent back by Academic Senate August 2019.</p> <p>Per Chisa, At August 29, 2019, Academic Senate full meeting the Senate voted to send <i>AP 4225 Course Repetition and Withdrawals</i> back to SP&S.</p> <ul style="list-style-type: none"> - Edits from SP&S to include the excused withdrawal in the AP were done to comply with recent changes in the law. - Faculty advocated that the document be more user friendly, and include more information and a clear process in filing a petition (the name of the specific petition) and who and how the decision to approve an excused withdrawal is made. - Faculty also wanted to be sure that the Admissions and Records webpage have 	<p>George shared with the Council that revisions to AP 4225 accommodates the advent of the EW (Excused Withdrawal), as well as the request from December 2nd Council meeting to include grading symbols from AP 4230, and the request to include information that is presently in the catalog.</p> <p>Chisa referenced a previous discussion from the Council in regards to AP 4225 and how we wanted to get away from using “see catalog.” Some faculty have shared that they would like more clarity in AP 4225 on the next steps of an EW.</p> <p>George confirmed that instructions are housed in the catalog ---</p> <p>Lance said that a good way to introduce this to Senate is having the information (instructions) from the catalog provided at the meeting.</p> <p>Additional faculty concern on the decision on who receives an EW? What would help the faculty is stating that it varies; or specifying the individuals who make the decisions.</p> <p>George clarified that when a student applies for an EW, they must provide documentation.</p>	<p>AP 4225 was approved and will be forwarded to Academic Senate, followed by AMAC, PAC, and then to the Board of Trustees.</p>



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	<p>the petition readily available and easy to access.</p> <ul style="list-style-type: none"> - Some faculty were concerned that connecting too closely to Title 5 would require updating whenever Title 5 is updated. <p>Carried over from December 2, 2019; George to provide update in the Spring</p>	<p>The following revisions were made by the Council:</p> <p>Page 2, under the “For Withdrawals.” <u>Neither the Military Withdrawal “MW” nor Excused Withdrawal “EW” shall not be counted towards the permitted number of withdrawals or counted as an enrollment opportunity.</u></p> <p>Page 2, under “Extenuating Circumstances:” <u>Add Details on course repetition and withdrawals can be found in the catalog. Faculty and students should be referred to the office of Admissions and Records for additional information.</u></p>	
4.0	<p>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; 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</p>	<p>Francisco provided an update on the subcommittee’s recommendations/revisions on AP/BP 5030 Fees.</p> <p>He shared that, back in December 2018, there was a discussion in regards to waiving of fees for special admit and dual enrolled students. Since then, we’ve had special admit and dual enrolled students come through. Within that process we realized that international students were coming through the programs. What do we do with this population of students?</p> <p>The subcommittee looked for consistency in the language; however, the documents will still need to be reviewed by the Director of International Students Program.</p> <p>The law doesn’t allow non-resident students/international students to have their fees waived.</p> <p>What is seen mostly at the high school level is the F-2 visa. If students are undocumented, AB 540, then fees can be waived.</p>	<p>Francisco will take the AP back to subcommittee for reviews and additional revisions on groups such as special admit that are not required to pay fees.</p> <p>Will bring back to the next meeting.</p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard I.C.6</p>



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<p><i>to research what is being charged to K-12 Special Admit students and make recommendations to reconcile BP 5030; 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>For F-1, F-2 visa students, fees cannot be waived. For Noncredit and Special Admit students, there is not a process that currently exists. Therefore, Madelyn & George will be meeting to discuss this aspect.</p> <p>A new update from the Chancellor's office came forward on February 13, 2020 regarding the student representation fee. Students will now need a process to opt out of any fees. Mt. SAC currently does not have an opt-out process for the student representation fee. Francisco shared the need to develop an electronic process where students are able to opt out of fees, which is now a requirement by law. Currently, students go to the cashier to get the student representation fee waived. Implementation of an electronic process is still up for discussion. When will this electronic option be ready?</p> <p>Francisco presented the following changes to BP 5030:</p> <p>Page 1: --- added "and Dual Enrollment Students"</p> <p><u>Waiving of Fees for K-12 Special Admission Students and Dual Enrollment Students</u></p> <p>Students enrolled in the K-12 school system who have been identified as students who can benefit from advanced scholastic or vocational work at the college level and who meet the requirements to enroll in the community college per Education Code 48800 will have the following specific fees waived per AP 5030:</p> <ul style="list-style-type: none"> ● Enrollment fee ● Health fee ● Student activities fee <p>Strike out all "his or her" and replace with "<u>their.</u>"</p>	
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	<p>Page 3, under “Student representation fee: Students will have the ability to opt out of paying this fee for political, religious, moral, or financial reasons.</p> <p>Chisa recommended listing the Education Code references next to each type of fee, rather than bullet point and add all Education Code references to the top.</p> <p>AP 5030: Added references: <u>76141</u> (Capital Outlay Fee), <u>76142</u> (International Application Processing Fee), <u>76223</u> (Transcript Verification Fee)</p> <p>Page 1, under “The following are fees authorized by law:”</p> <p>Non-resident application processing <u>International students application processing fee</u></p> <p>Non-resident <u>students</u> capital outlay fees</p> <p>Telephone registration</p> <p>Page 1, under “Mt. San Antonio College does not charge the following fees prohibited by law:”</p> <p>Mandatory student activities Technology-fee Late payment-fee Cleaning fee Breakage fees <u>Damage</u></p> <p>There was a recommendation to alphabetize the list of fees authorized by law.</p>	
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5.0	Review Student Preparation, Equity, and Achievement Council’s Purpose and Function Statement <i>Review updates made by Academic Senate on Council membership</i>	Lance went over the membership with the Council. The purpose and function statement has been approved by Academic Senate. It has been forwarded to PAC as an informational item, and then to AMAC.	
6.0	Review Textbook and Instructional Materials Committee’s Purpose & Function statement (Lance)	Informational item. This will be a committee that reports to this Council.	
7.0	Subcommittee(s) for Administrative Procedures & Board Policies (ongoing) Discussion to review process to appoint BP/AP subcommittees		Council should think about whether establishing a separate workgroup for AP/BPs is a benefit. Discussion will be brought back to the next meeting. Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard IV.A.7
8.0	Review CIRP Survey questions Requesting presentation by RIE -How to administer CIRP -When? -How many? -Review of institutional questions History: The 2016 CIRP was presented to the Council by Bruce in March 2018. This was the last time CIRP was administered. Per	Lance requested that the Council review the Mt. SAC specific questions, as well as come up with their own questions to submit. Hoping to do freshman survey by October. What would we like to ask incoming freshman? What are we going to do with the data? Chisa – if we make too many changes, we would lose the ability to use longitudinal data.	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.



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	<p>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</p>	<p>Some of the Council’s recommendations to the current Mt. SAC specific questions: recommendations: #57 --- Michelle said that the question is odd. #64 – said probably wouldn’t answer any of these questions. #65 – instead ask “do you have access to a computer.” #67 – instead ask “do you have access to a printer?”</p> <p>Sara said that every single question should have the option “does not apply.”</p> <p>Lance stated that we can decide what we can do with the data. Bruce recommended that, based on the amount of questions, Barbara McNeice-Stallard come to a future Council meeting and answer the Council’s questions on CIRP.</p>	<p>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.</p> <p>Accreditation Standard I.B.6 Accreditation Standard II.A.7 Accreditation Standard IV.A.7</p>
9.0	<p>Future Presentations/discussions <i>Listed on a separate Attachment</i></p>		<p>Suggest that Council look at future presentations/discussions handout and decide which agenda items should be listed under future presentations.</p>
	<p>Next meeting dates: March 16, April 6, April 20, May 4, May 18, June 1</p>		