

Attending:

✓	Patty Quinones (Co-Chair)	✓	Lesley Johnson			
✓	Ned Weidner (Co-Chair)	✓	Jasmine McLeod			
✓	Elizabeth Casian	✓	Marcell Gilmore			Tiffany Kuo (Optional)
✓	Julie Cortez		Jimmy Tamayo			
	LaTasha Hagler	✓	Michelle Dougherty			
✓	Gizelle Ponzillo				✓	Doris Torres (Recorder)

Regrets: Jimmy Tamayo, LaTasha Hagler

	Topic	Discussion	Outcome
1.	<ul style="list-style-type: none"> Welcome and Review Agenda Topics Review and Approve, September 27, 2022 Meeting Minutes 		<ul style="list-style-type: none"> No changes were made to the agenda. September 27, 2022 meeting minutes were approved, as written, after corrections to Ned’s last name from “Wiedner to Weidner.
2.	<ul style="list-style-type: none"> Top 10 Reasons Student Drop Out & How to Keep them Enrolled Webinar 	<ul style="list-style-type: none"> “10 Reasons Student Drop out & How to Keep them Enrolled” Webinar information was shared by P. Quinones. <ul style="list-style-type: none"> Time: 10:00-11:30 am PDT Cost for Webinar is: \$425 	<ul style="list-style-type: none"> If members would like to attend the webinar, P. Quinones will discuss funding with A. Yamagata-Noji, and members should contact P. Quinones, N. Weidner, or D. Torres for more information. Link was provided in the Chat: https://www.innovativeeducators.org/products/the-top-10-reasons-students-drop-out-how-we-can-keep-them-enrolled-1122
3.	<ul style="list-style-type: none"> Faculty Rep for SPEAC 	<ul style="list-style-type: none"> P. Quinones said she has been attending the SPEAC meetings as an R&P representative, however, SPEAC has been going over the membership and stated, Senate would like a Faculty representative to attend in place of P. Quinones. She asked for volunteers. 	<ul style="list-style-type: none"> P. Quinones shared the SPEAC meeting schedule with members along with the Purpose and Functions statement. M. Dougherty said she would be willing to volunteer if she is able to change her schedule in the Spring. For this Fall term, she may be able to attend once a month.

			Patty will notify M. Acero, SPEAC. Administrative Specialist III regarding M. Dougherty's attendance schedule.
4.	<ul style="list-style-type: none"> Purpose & Function and Goals review 	<ul style="list-style-type: none"> The Purpose & Function Statement and Goals review was shared by P. Quinones. She mentioned to the committee that changes need to be made and completed by November 14, 2022. 	<ul style="list-style-type: none"> The purpose and function sections were discussed in detail by P. Quinones and committee members. No changes were made to the Purpose section, several changes were made to the Function section. <p>Once P. Quinones makes the updated changes to the P&F, she will email the information to the committee.</p>
5.	<ul style="list-style-type: none"> Accreditation ISER review 	<ul style="list-style-type: none"> Patty shared the Retention and Persistence Compilation with committee members; B. Mezaki who is the Accreditation liaison sent this information to P. Quinones and would like the following standards reviewed and prioritized. P. Quinones asked how the group would like to review the standards? As a group, breakout rooms, or individually? Following Standard discussion: <ul style="list-style-type: none"> 1.B.6 – The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. II.A.2 - Faculty, including full time, part time, and adjunct faculty, regularly engage in ensuring that the content and methods of instruction meet generally accepted academic and professional standards and expectations. II.A.6 - The institution schedules courses in a manner that allows students to complete certificate and degree programs within a period of time consistent with established expectations in higher education. 	<ul style="list-style-type: none"> The committee discussed as a group and agreed to review and prioritize 1.B.6 (<i>Institution Disaggregates</i>) and II.C.5 (<i>Achievement</i>) Substandard II.A.2 and II.A.6 do not align with the R&P group, so those will not be prioritized. <p>P. Quinones will email 1.B.6 and II.C.5 to committee members for further review. She plans on discussing these topics at the next meeting held on October 25, 2022 and will ask B. Mezaki if she will also be able to attend our meeting to answer questions.</p>

6.	<ul style="list-style-type: none"> Other –Graduate Student Survey Draft discussion follow-up from the September 27, 2022 meeting 	<ul style="list-style-type: none"> A member of the committee asked P. Quinones if they could review and discuss the Graduate Student Survey draft from the last meeting, September 27, 2022 	<ul style="list-style-type: none"> Patty shared the new and revised Graduate Student Survey results. She explained the updated percentages to members, after her explanation, committee members were satisfied with the updated survey results. <p>Patty will email the updated Survey to committee members.</p>
<p>Issue Bin/Future Agenda:</p> <ul style="list-style-type: none"> Top 10 Reasons Student Drop Out & How to Keep them Enrolled Webinar Accreditation ISER review discussion. 			

Future Meetings: Fall – Sept. 27th, Oct. 11th, Oct. 25th, Nov. 8th, Nov. 22nd, Dec. 13th, 2022