



**Student Preparation, Equity and Achievement Council**  
 Online via Zoom  
 December 4, 2023 – Minutes

**Members [20]**

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Melba Castro, Co-Chair     | <input checked="" type="checkbox"/> Raul Madrid, Co-Chair | <input checked="" type="checkbox"/> Eva Figueroa Morales | <input checked="" type="checkbox"/> Bruce Nixon   |
| <input checked="" type="checkbox"/> Esteban Aguilar | <input checked="" type="checkbox"/> Monika Chavez         | <input checked="" type="checkbox"/> Renu Katoch          | <input type="checkbox"/> Briseida Ramirez-Catalan |
| <input checked="" type="checkbox"/> Tami Pearson    | <input checked="" type="checkbox"/> Krysten DeWilde       | <input checked="" type="checkbox"/> Sarah Mestas         | <input checked="" type="checkbox"/> Jimmy Tamayo  |
| <input type="checkbox"/> Shiloh Blacksher           | <input checked="" type="checkbox"/> Francisco Dorame      | <input checked="" type="checkbox"/> Elmer Rodriguez      | <input type="checkbox"/> Roger Willis             |
| <input checked="" type="checkbox"/> George Bradshaw | <input checked="" type="checkbox"/> Elizabeth Estevez     | <input type="checkbox"/>                                 |   |
| <input type="checkbox"/>                            | <input type="checkbox"/>                                  | <input type="checkbox"/>                                 |   |
| <b>Student Representatives:</b>                     | <input checked="" type="checkbox"/> Mariah Moreno         | <input checked="" type="checkbox"/> Dani Silva           | <input type="checkbox"/>                          |

**Guests:**

**Recorder:** Lucy DeLeon

Item No.	Agenda Item	Discussion	Outcome
1.0	<b>Review Today's Agenda and Minutes:</b> <a href="#">November 6, 2023</a>		Minutes moved, seconded, and approved by the Council.  Accreditation Standard IV.A.7
2.0	<b>Committee Meeting Minutes for Review and Approval</b>		
a.	Student Equity – <a href="#">October 23</a> and <a href="#">November 13</a> minutes received for acceptance	Council reviewed the minutes with no corrections	Minutes moved, seconded, and approved by the Council  Accreditation Standard IV.A.7
b.	Assessment and Matriculation – <a href="#">October 25</a> minutes received for acceptance	Council reviewed the minutes with no corrections	Minutes moved, seconded, and approved by the Council.  Accreditation Standard IV.A.7
c.	Retention and Persistence – <a href="#">September 26</a> and <a href="#">October 24</a> minutes received for acceptance <a href="#">Purpose &amp; Function</a> and <a href="#">Committee 23-24 Goals</a>		Minutes moved, seconded, and approved by the Council.  Accreditation Standard IV.A.7 Council purpose and function state moved, seconded, and approved.



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		<p>The Council reviewed the draft Retention and Persistence Function statement. The following revisions were made:</p> <p>Function.</p> <p>Added:</p> <ol style="list-style-type: none"> <li>1. Review data necessary to make informed decisions and recommendations to support student persistence and overall student success with an emphasis on equity and elimination of achievement gaps.</li> </ol> <p>Deleted:</p> <ol style="list-style-type: none"> <li>2. To make recommendations for the coordination and maintenance of timely and accessible programs, pedagogical interventions, and services to support retention and persistence. These may include student success management system, early alert, academic support, and methods to support faculty identification and referral of students who will benefit from support.</li> </ol> <p>Revised:</p> <ol style="list-style-type: none"> <li>6. Encourage a campus culture of community, connection, belonging and engagement. that normalize participation in support-seeking behaviors.</li> </ol>	<p>The draft will be forwarded to the President's office and Academic Senate simultaneously.</p> <p>Accreditation Standard IV.A.2.</p>
d.	Textbook and Materials – no minutes received for acceptance		
e.	Education and Technology – <a href="#">September 25</a> minutes received for acceptance	Council reviewed the minutes with no corrections.	<p>Minutes moved, seconded, and approved by the Council.</p> <p>Accreditation Standard IV.A.7</p>



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3.0	AP/BP Updates (ongoing) <a href="#">5000 Series review</a> 4000 Series review	Please send your AP to Sara.	
a.	<a href="#">AP 5012 International Students</a>	The Council reviewed AP 5012 International students with no corrections.	Minutes moved, seconded, and approved by the Council.  Accreditation Standard II.C.7
b.	<a href="#">AP 4290 Academic Integrity</a>	The Council made the following revisions:  Student Academic Honesty <del>Honesty</del> <b>Academic Integrity</b> . The term “cheating” includes but is not limited to: 1) Plagiarism; <b><u>which includes submitting work that is not your own; without attributing credit, such as paraphrasing or quoting sources without naming them or using artificial intelligence (A.I.)-generated content generated by artificial intelligence (AI) without citation:</u></b> 2) Receiving <b><u>Using</u></b> or knowingly supplying unauthorized information <b><u>or academic work, which may include the use of unauthorized materials placed on contract cheating websites, apps or services; such as Chegg and Course Hero;</u></b> 3) Using <b><u>or distributing</u></b> unauthorized material or <b><u>resources;</u></b> 4) Modifying an answer after it has been assessed and alleging that the assessment was inaccurate <b><u>Changing</u></b>	Minutes moved, seconded, and approved by the Council.  Accreditation Standard I.C.8



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		<del>an answer after work has been graded and presenting it as improperly graded;</del>	
	5 Minute Break		
4.0	<a href="#">Drop Survey – Michelle Dougherty</a>	<p>Michelle presented the draft drop survey that has been in the works for over a year. The survey asks questions pertaining to personal reasons why a student would drop a course, why they are dropping a course, why type of problems they are experiencing, life/education goals, technology issues, and financial issues.</p> <p>The Council provided the following feedback:</p> <ol style="list-style-type: none"> <li>1) financial hardship can be used a supplemental referral tool.</li> <li>2) Create a focus group of students asking why they drop a course to help accumulate the questions.</li> <li>3) Question 9 – reword accessibility as a deficiency.</li> <li>4) Question 10 – add transportation and childcare.</li> <li>5) Collaborate with the Math department.</li> </ol>	<p>Michelle will take feedback to the Retention &amp; Persistent committee and will bring this item back to the Council during the Spring Semester.</p> <p>Accreditation Standard II.C.5          Accreditation Standard I.B.6</p>
5.0	<p>AP 5055 Priority Registration subcommittee follow-up            Workgroup members: George Bradshaw, Bruce Nixon, Kelly Fowler, Francisco Dorame, Chan Ton, Emily Versace, Julie Marquez, Ana Silvia, Alana Bachor. Elmer Rodriguez. Renu Katoch, Dani Silva            *Need to schedule a meeting with new members</p>	<p>There were some priority registration legislation changes. The changes were made on AP 5055. Discussion started to evolve to explore other group such as Rising Scholars. A meeting will be scheduled with the new members who have been appointed to discuss and explore reviewing priority groups.</p> <p>The workgroup will meet in March 2024.</p>	<p>The Council unanimously agreed to table this item.</p>



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	<b>Future Agenda Items</b>		
	Regulatory/Legislative Updates <a href="#">ADT</a> and <a href="#">Dual Enrollment</a>		
	<a href="#">AP 5140 Students with Disabilities</a>		
	AP 5040 Student Records, Directory Information, and Privacy (George) <i>pending</i>		
	AP/BP 5020 Nonresident Tuition Update (George/Morris) <i>pending</i>		
	AP 5420 & BP 5420 Associated Students Finance (review recommended changes from A.S.) Andi Sims, Dani Silva		
	AP 5011 (version 1 & version 2) & BP 5010 Admission and Concurrent Enrollment of High School and Other Young Students (Sara, Raul & Melba)		
	BP 5560 Outside Speakers/Performers (revisions recommended by Kevin Owen)		
	Course Withdrawal Intervention (need to incorporate Title V language)		
	<b>Following meeting dates:</b> March 4, March 18, April 15, May 6, May 20, June 3		