



Student Preparation, Equity and Achievement Council
 Online via Zoom
March 18, 2024 – Minutes

Members [20]

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

Student Representatives:

Guests: Romelia Salinas & Loralyn Isomura

Recorder: Lucy DeLeon

Item No.	Agenda Item	Discussion	Outcome
1.0	Review Today's Agenda and Minutes: March 4, 2023		Minutes moved, seconded, and approved by the Council. Accreditation Standard IV.A.7
2.0	Committee Meeting Minutes for Review and Approval		
a.	Student Equity – November 27 minutes received for acceptance.	The Council reviewed the minutes with no corrections.	Minutes moved, seconded, and approved by the Council. Accreditation Standard IV.A.7
b.	Assessment and Matriculation – no minutes received for acceptance.		
c.	Retention and Persistence – November 28 minutes received for acceptance	The Council reviewed the minutes with no corrections.	Minutes moved, seconded, and approved by the Council. Accreditation Standard IV.A.7
d.	Textbook and Materials – no minutes received for acceptance.		



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e.	Education and Technology –no minutes received for acceptance.		
3.0	Textbook & Instructional Materials Committee (15 min) – Monika Chavez	Monika and Romelia presented the following: <ol style="list-style-type: none"> 1) Zero Cost & Los Cost Icons 2) ZTC Pathways 3) Textbook Adoption/Bookstore -most publishers are moving towards e- rental and e-books. How does the bookstore provide the best “cheaper” option for students? 4) Student and Textbook Affordability Recommendations for Adoption of Required Instructional Materials	Informational Accreditation Standard I.C.1 Accreditation Standard IV.A.7
4.0	Chaptered Legislation Regulatory Updates – George Title 5 EW & Pass/No Pass	George Bradshaw presented the following EW: <ul style="list-style-type: none"> • Students were allowed up to 30% of the course to change their grade mode. Students were forced to change their grade mode in person, or paper changes through 30% of the course. • Changes: Students can change their grade mode until the last day of instruction for a credit course. Students are not required to submit any document in support of their requests. The timeline for requesting the EW is between the census and the last day of the credit course instruction. 	The Council agreed to the following recommendations: <ol style="list-style-type: none"> 1) The AP will be reviewed at the academic senate to recommend defining the “last day of instruction.” 2) George will update the AP and return it to the Council for review. 3) There is a need for more definitions of when the last day of instruction is. Accreditation Standard I.B.7 Accreditation Standard I.C.1 Accreditation Standard II.A.7 Accreditation Standard II.C.5



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		<ul style="list-style-type: none"> The ability to offer this service to students ASAP but no later than Summer 2024 registration. Currently targeted for March 27, 2024. This timeline would also turn this functionality on for Spring 2024 access. <p>Pass/No Pass Grading:</p> <ul style="list-style-type: none"> Students can update their grad mode from either standard or Pass/No Pass in Banner self-services to be accessible from the registration date of the course until the last day of instruction for each credit course. The new functionality and dates will be available to students via Student Self Services as part of item #11 (Schedule Receipt). The ability to offer this service to students ASAP but no later than Summer 2024 registration. Currently targeted for March 27, 2024. This timeline would also turn this functionality on for Spring 2024 access. 	
	5 Minute Break		
5.0	AP/BP Updates (ongoing) 5000 Series review 4000 Series review	Sara provided an update on the Council's progress.	Informational Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard II.C.4



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5.1	AP 5040 Student Records, Directory Information, and Privacy Update – George/Sara	<p>George shared the following: AB 760:</p> <ol style="list-style-type: none"> 1) Existing law requires the governing board of each community college district to implement a system by which current students, staff, and faculty can declare an affirmed name, gender, or both name and gender identification to be used in records where legal names are not required by law. <p>The Council asked for clarification as to what a legal document is. George mentioned at the statewide meeting that there will be a discussion about additional feedback on what is considered a legal document.</p>	<p>The Council agreed to hold this AP until further updates are received.</p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard II.C.6</p>
5.2	BP 5050 – Student Success and Support Program - Sara	<p>The Council reviewed the BP.</p>	<p>Council moved, seconded, and approved BP 5050. This BP will be forwarded to the Academic Senate.</p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard II.C.5 Accreditation Standard II.C.6 Accreditation Standard II.C.7</p>
5.3	AP 5070 – Attendance - Sara	<p>Sara reviewed the following revisions:</p>	<p>Madelyn will review AP 5070 and provide suggested revisions to Sara.</p>



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		<ul style="list-style-type: none"> • computation of units of full-time-equivalent student (FTES) based on the type of course, the way the course is scheduled, course modality, and course length; • selection of a single primary term length for credit and distance learning courses; • reporting of FTES during the “first period” (between July 1 and December 31) and “second period” (between July 1 and April 15); • compliance with census procedures prescribed by the State Chancellor’s Office for all credit and noncredit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis; 	<p>This AP will be reviewed at the next meeting on April 15.</p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.5</p>
5.4	<p>AP 5200 – Student Health Services & BP 5200 – Student Health Services - Sara</p>	<p>Sara shared that the AP and BP were sent to the Director of Health Services for review. There were no changes.</p>	<p>Council moved, seconded, and approved BP 5200 and AP 5200. The BP and AP will be forwarded to the Academic Senate.</p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.5</p>
5.5	<p>AP 5210 – Communicable Diseases - Sara</p>	<p>Sara shared that the BP went through the governance process. However, the AP did not. The Director of Health Services reviewed the AP. There were no changes.</p>	<p>Council moved, seconded, and approved AP 5210. The AP will be forwarded to the Academic Senate.</p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.5</p>



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5.6	BP 5500 – Standards of Conduct - Sara	Sara shared that the BP was sent to Student Life for review. There were no changes.	Council moved, seconded, and approved BP 5500. The BP will be forwarded to the Academic Senate. Accreditation Standard I.B.7 Accreditation Standard I.C.1 Accreditation Standard I.C.5 Accreditation Standard I.C.8 Accreditation Standard I.C.10
5.7	AP 5310- Student Bill of Rights - Sara	Sara reported that the AP should be reviewed by student life.	Mariah agreed to work with Student Life to review the AP and provide an update at the next meeting on April 15. Accreditation Standard I.B.7 Accreditation Standard I.C.5
6.0	Aspen Data - Melba	Melba shared the following PDF with the Council.	Informational Accreditation Standard I.B.6 Accreditation Standard II.A.7
Future Agenda Items			
	AP 5140 Students with Disabilities		
	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) - pending		
	Review new AP and BP process		



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	AP 5075 – Course Adds and Drops		
	AP 4110 – Honorary Degrees		
	AP & BP 4400 – Community Services		
	AP 4104 – Contracted Education		
	AB 1096 – Madelyn Arballo		
	Following meeting dates: April 15, May 6, May 20, June 3		