



**Student Preparation, Equity and Achievement Council**  
 Online via Zoom  
 November 6, 2023 - Minutes

**Members [21]**

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

**Guests: Tami Pearson**

**Recorder: Cathi Alvarado**

Item No.	Agenda Item	Discussion	Outcome
1.0	<b>Review Today's Agenda and Minutes:</b> <a href="#"><u>DRAFT October 16, 2023</u></a>	The meeting was called to order @ 2:05 p.m. Approved to record. Elmer introduced himself. The meeting concluded @ 4:00 p.m.	Minutes moved, seconded, and approved by the Council.  Accreditation Standard IV.A.7
		Melba: reviewed the overview of today's agenda.  <ul style="list-style-type: none"> <li>Minutes from the last meeting (October 16), committee meeting minutes for review and approval from all who have submitted them.</li> <li>Regular process on AP/BPs</li> <li>Discuss Registration Comparison and Timeline</li> <li>Regulatory/Legislative Updates</li> </ul> Requesting committee's approval to go out of order, minutes first, then transition to Sara.  Check-in with Sara on AP/BPs.	



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		<p>AP 5012 International Students was previously discussed. Had some problems with access to OnBase (base camp); Sara will update until Lucy receives access.</p> <p>Melba provided an overview of today's agenda. We are going to go out of order.          Review minutes from October 16.</p>	
2.0	<b>Committee Meeting Minutes for Review and Approval</b>		
a.	<p>Assessment and Matriculation - <a href="#">September 27, Meeting Minutes</a></p> <p>Assessment and Matriculation – <a href="#">October 11, Meeting Minutes</a></p> <p><a href="#">Assessment and Matriculation Purpose and Function Statement</a></p> <p><a href="#">Assessment and Matriculation Committee Goals</a></p>	<p>Krysten: September 27, worked on and finalized the Purpose &amp; Function statement and Committee Goals (including updated committee membership).</p> <p>Krysten reviewed the minutes.</p> <p>George reviewed the October 11 minutes and Goals.</p> <p>#3 – Krysten, wording noncredit students was added.          #4 – challenges with reviewing internal and external research related to assessment and matriculation (Research sources, workload, and timeline).          #7 – Review and provide input on forms and reports regarding assessment and matriculation. Regarding campus wide equity plan that goes to Chancellor's office, feedback received from them on how we allow students into nontransferable courses (SCE side).          Flagged review of our catalog 1705.</p> <p>Dani, is looking for an Associated Student rep for Assessment and Matriculation.</p>	<p>A&amp;M 9.27.23 and 10.11.23: The Council moved, seconded, and approved Minutes.          A&amp;M Purpose and Function Statement and Committee Goals: moved, seconded, and approved by the Council.</p> <p>Accreditation Standard IV.A.7</p>



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b.	<p>Student Equity – <a href="#">October 9, 2023, Meeting Minutes</a>  <a href="#">Student Equity Purpose and Function Statement DRAFT 23-24</a>  <a href="#">Student Equity Committee Goals and Progress Report DRAFT 23-24</a></p>	<p>Bruce, we finalized our Purpose and Function and received a report from Research.</p> <p>Was reviewed at the last meeting but was tabled due to a typo in the membership. We have a full committee; Academic Senate secured a faculty appointment. Thank you, Dani, for securing a student appointment.</p> <p>Last week, we discussed changing access to accessibility, DEISA Plus to align with DEISA+ Council.</p>	<p>Minutes, Purpose and Function, and Committee Goals moved, seconded, and approved by the Council.</p> <p>Accreditation Standard IV.A.7</p>
c.	Textbook and Materials – no minutes		
d.	Education and Technology Committee – <a href="#">September 25, Meeting Minutes</a>		Carried over to December 4, 2023, SPEAC meeting.
e.	Retention & Persistent Committee – <a href="#">September 26, Meeting Minutes</a>		Carried over to December 4, 2023, SPEAC meeting.
3.0	AP/BP Review		
a.	AP 5012 International Students	We need to hold off for now. Sara reviewed the one submitted, which is currently in track changes and not updated in OnBase.	Carried over to December 4, 2023, SPEAC meeting.
b.	<p><a href="#">AP 5055 Enrollment Priorities</a></p> <ul style="list-style-type: none"> <li>Request to add Turf Team and Robotics Team to the Category 2 Teams (George &amp; Francisco)</li> <li>Revise to include AB 2881</li> </ul>	<p>Melba, George you might have additional updates since we last met, we discussed a committee coming together to move it forward. George, we have two issues:</p> <ol style="list-style-type: none"> <li>1) We are obligated by Title V to make updates. 56810</li> <li>2) Reviewed AP 5055:</li> </ol> <p>Raul prefers to move this through by means of compliance, as well as to simultaneously have a conversation on what needs to be added (in the meantime, a workgroup should be formed to investigate the issue). T</p>	<p>The Council moved, seconded, and approved AP 5055 Enrollment Priorities.</p> <p>Accreditation Standard I.B.6          Accreditation Standard II.A.7          Accreditation Standard IV.A.5</p>
b.	AP 5055 Subcommittee Meeting Follow-Up	Follow-up is what we just discussed.	Will be discussed further at the December 4, 2023 SPEAC meeting.



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Melba: came into a conversation regarding AP process, not clear to other groups, additional language needed that can help clarify the process. In her perception, priority registration is not necessary as a perk as we see it but adds support and value to access courses.

Who are the members of this subcommittee?

George says not sure who exactly volunteered, should be reflected from minutes last spring (meeting Kelly Fowler attended)

Dani, not sure if she signed up previously, but would like to join now and open it up to our new committee members.

Melba says we will come back to this. Noted Elmer and Dani want to be part of this group. Will work on getting this list. Can extend an invite. Let's look at our calendar at the end of the meeting to schedule to meet at the end of the semester.

Raul, 4.17.23 on AP 5055, minutes reflect justification for adding Turf Team and Robotics Team, adding to category two priority registration due to travel schedule; nothing noted on membership or work group.

George: does not remember it happening; there was a conversation, group had one meeting.

Melba: let's do some digging and bring back to the next meeting.

Bruce concurs with George and does not remember it happening that way.



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		George remembers having a conversation with Maridelle; she might have the list.	
4.0	AP/BP Updates (ongoing) <a href="#">5000 Series review</a>	<p>Sara reviewed with the committee her report from last year on 5000 and 4000 AP/BP series.</p> <p>Sara and Francisco took on the bulk of AP's 4000 series, asked members of SPEAC to take on a couple each. Edits were made by the assigned members and brought back to the committee. AP/BPs reviewed and moved on for processing.</p> <p>Sara is currently working on finishing up the AP/BPs to get them through the process. In a position to work on the 4000s, approaching the committee to take on 1-2, starting now and complete in spring. Majority have not been touched since 2016, which is bad for accreditation.</p> <p>Melba shared core inquiry document from Accreditation Team. Visiting team Inquiring on #3, they are requesting clarification on time and regular review on Board policies and procedures. Specific areas they are interested in. How can we bring up our outdated AP/BPs up to date? Process?</p> <p>Another inquiry regarding 4000 (Instruction), has not had time to touch basis with Kelly. Jimmy, will reach out to Kelly to see if she wants them to start being reviewed here with SPEAC, or does she have another vision of how she wants to proceed. Melba can reach out if needed.</p> <p>Sara will provide Kelly with those who have been assigned.</p>	



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Sara updated AP/BP review listing with committee members who volunteered. Those checked out in OnBase was assigned to herself. Task is to find out who has them, status, and if they are being worked on.

Assignments/volunteers listed below.

AP 4010 Eva

AP 4020 Sara

AP 4021 Bruce

AP 4024 Sara

AP 4026 n/a

AP 4027 Sara

AP 4030 Raul

AP 4040 Monika

AP 4050 Sara

AP 4051 Sara

AP 4060 Madelyn/Renu

AP 4100 Sara

AP 4101 Sara

AP 4102 Elmer

AP 4103 Monika/Meghan

Madelyn inquired on Community Services AP 4400, as to Sara's name is assigned, and whether it has been done? Sara, is unsure who is currently working on this AP. Will inquire and provide any assistance.

Sara went to the President's office to check on the status of those AP's listed on the report and to see who it had checked out in OnBase. Reached out to those individuals and offered assistance,



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<p>if needed. Do not want our Council members working on ones that are already in progress. Majority have not been touched since 2016.</p> <p>Madelyn will inquire with President's office on who is working on AP 4400. Madelyn removed herself from AP 4700 assignment.</p>	
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<p>5.0</p>	<p><a href="#">Registration Comparison</a> &amp; <a href="#">Timeline</a></p>	<p><b>Registration Comparison:</b>          Melba shared that this was discussed in Cabinet to review registration dates for Mt. SAC, as well as Region 8 neighboring colleges. Where do we fall in line with our registration timelines? Providing access to our local communities? This was shared with Student Services Managers, at all counselor meeting, also shared by Kelly Fowler at Department Chair meeting.</p> <p>E.g., Our fall registration starts on July 5, opens on July 12. Note: OC, Fullerton and Cypress open at the same time. Region 8 and the rest of our neighboring colleges open as early as April and conclude before end of spring.</p> <p>Mt. SAC's spring registration start in January, other region 8 or neighboring campus' open in October or November.</p> <p>Bruce asked how are the other campus doing compared to us? Is there impact?</p> <p>Melba says that different campuses have changed their practices to assist with their registration process.</p> <p>Elmer shared the perspective from all Counselor group meeting. They had a meeting where early registration was discussed. A majority thought it was a good; important to have all increments align. He thinks it can make a difference for students who register early.</p> <p><b>Timeline:</b>          Reviewed Annual Production Timeline schedule.          Referenced fall schedule as an example.</p>	<p>Accreditation Standard I.C.1          Accreditation Standard II.C.5          Accreditation Standard II.C.7</p>
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		<p>Wanted to share with SPEAC, show where we are at, other colleges, and our committee's feedback.</p> <p>Rau shared that Academic Senate had this conversation, supporting everything Melba is advocating for. This is an incremental approach, year-long project, what are the next couple of steps we should be taking?</p> <p>Melba:</p> <ol style="list-style-type: none"> <li>1) Going to visit Academic Senate and have the same conversation. The feedback she received from the counselors:       <ol style="list-style-type: none"> <li>a. a) incremental approach</li> <li>b. b) planning.</li> <li>c. c) is there an opportunity for summer and fall (dates only, not production)</li> </ol> </li> <li>2) Pilot incremental change (monitor data).</li> <li>3) Next step, bring to the Academic Senate Executive Board and continue the vetting.</li> <li>4) Bring back a one-year timeline incremental.</li> </ol> <p>Elmer asked if it is possible to have a visual to see how it would look like for the future. Add a third section (hypothetical) to Annual Production Timeline.</p> <p>Melba started and working on a draft (work in progress).</p>	
6.0	Regulatory/Legislative Updates <a href="#">ADT</a> and <a href="#">Dual Enrollment</a>		Carried over to December 4, 2023, SPEAC meeting.
7.0	<b>Future Agenda Items</b>		



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	AP 5011 ( <a href="#">version 1</a> & <a href="#">version 2</a> ) & BP 5010 Admission and Concurrent Enrollment of High School and Other Young Students (Sara, Raul & Melba)		
	AP 5040 Student Records, Directory Information, and Privacy (George) Meeting date: Nov 20 <sup>th</sup>		
	AP/BP 5020 Nonresident Tuition Update (George/Morris) Meeting date: Nov 20 <sup>th</sup>		
	BP 5560 Outside Speakers/Performers (revisions recommended by Kevin Owen)		
	AP 5420 & BP 5420 Associated Students Finance (review recommended changes from A.S.) (Dani) Meeting date: Nov 20 <sup>th</sup>		
	Course Withdrawal Intervention (need to incorporate Title V language)		
	<b>Next meeting dates:</b> December 4, March 4, March 18, April 15, May 6, May 20, June 3		