



**Student Preparation and Success Council**  
 Student Services Center, 9B – Ragan Room  
 May 20, 2019 – Minutes

**Members [15]**

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| <input checked="" type="checkbox"/> Audrey Yamagata-Noji, Co-Chair | <input type="checkbox"/> Francisco Dorame               | <input checked="" type="checkbox"/> Ned Weidner                        |
| <input checked="" type="checkbox"/> David Beydler                  | <input checked="" type="checkbox"/> Lina Soto, Co-Chair | <input type="checkbox"/> <del>Vacant Director of Assessment</del>      |
| <input checked="" type="checkbox"/> George Bradshaw                | <input type="checkbox"/> Michelle Dougherty             | <input type="checkbox"/> <del>Vacant faculty</del>                     |
| <input type="checkbox"/> Guadalupe De La Cruz                      | <input type="checkbox"/> Matt Judd                      | <input type="checkbox"/> <del>Vacant faculty</del>                     |
| <b>Student Representatives:</b>                                    | <input type="checkbox"/> Mario “Gabriel” Alfaro         | <input type="checkbox"/> Shadiyah Omar                                 |
|  |   | <input checked="" type="checkbox"/> Sebastian Garcia (newly appointed) |

**Guests:**

Item No.	Agenda Item	Discussion	Outcome
1.0	Review Today’s Agenda and Minutes from May 6, 2019	David Beydler was appointed to fill the LeAnn Garrett’s vacancy.	
2.0	Committee Meeting Minutes for Review and Approval		Will review/approve at next meeting.
a.	Basic Skills – no minutes for approval		
b.	Student Equity – no minutes for approval		
c.	SSSPAC – April 24 & May 8 minutes for approval		Will review/approve at next meeting.
3.0	SSSPAC Recommendations – David Beydler	David presented the current SSSPAC recommendations for additions/revisions to the AQ: <ul style="list-style-type: none"> <li>For students who didn’t complete HS in the US or didn’t complete 3 years of HS in the US, for English they will get a placement of “See Counselor” to determine if it’s a second language issue. For math, they get default placement based on their responses in the AQ – no consideration of a language issue. Current</li> </ul>	SP&S members felt that the recommendations were more about clarification and clean-up as opposed to making changes to the AQ or the process.  Counselors will continue to develop a process and criteria for students who are referred to them.



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		<p>recommendation is to go to Assessment – but now it will say “See Counselor.” This is the recommendation.</p> <ul style="list-style-type: none"> <li>For students who didn’t attend a high school in the U.S., these students are assumed to be second language students and are therefore referred through the AmLa branch. However, if counselors can recommend placement into English 1A+80 based on their review of the student’s academic history and in consultation with the student. Concern is the automatic referral to take the English Writing Placement Test for consideration of enrollment into AmLa. Evelyn/Ned have worked out options for these students based on whether they have a TOEFL/IELTs score, foreign high school English course grades, etc. Taking the English Writing Placement Test could refer the student to AmLa or English 1A/1A+80. The 11 questions related to English/AmLa placement already exist – what would change is the recommendation of English 1A/1A+80 or “Take English Placement Test.” Only students who marked “none of above” will get “see counselor.”</li> </ul> <p>Students will get 1A/1A+80 if they check “I received English Proficient Certificate, I attended h.s. in a country where English is recognized as the official government language, I attended h.s. in a U.S. military base, or I attended a foreign international h.s. with 100% instruction in English.</p> <ul style="list-style-type: none"> <li>For students who select they have an Associate’s Degree (from a regionally accredited college in the U.S.) or higher</li> </ul>	<p>Continued work to provide a method to register counselor placement recommendations will be developed by IT/Assessment/Counseling.</p> <p>Accreditation Standard II.C.5          Accreditation Standard II.C.7          Accreditation Standard IV.A.7</p>
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		<p>in the U.S. AND “I want to take my official college transcripts to Admissions &amp; Records to be evaluated for course placement” can receive a default placement of 1A or 1A/80 and Math entry level (100, 110, 120, 130, 150). They will also be given default reading placement of READ 100 that when loaded into SOATEST will be sufficient to meet the reading competency requirement for the AA/AS.</p> <p>Lina will take back this information to Counseling. At the present time, any revisions from Counseling will be a manual process between Counseling and Assessment until IT can work on a more permanent solution for counselors to change course placement.</p>	
4.0	“EW” Grades – George Bradshaw	<p>George reviewed AP 4225 – Course Repetition and Withdrawals based on a change in state law from Spring of 2018. Mt. SAC instituted this change in Fall of 2018. Proposed changes to AP 4225 are based on this statewide change. The EW will not be counted toward the limit on repeatability, and does not count toward probation, but does not provide a refund.</p> <p>AP 4230 – Grading Symbols simply refers to the College Catalog and does not define any of the grading symbols. George reported that the EW will be listed in the 2019-20 college catalog.</p> <p>AP 5013 – Military Personnel – “Withdrawal Policies for Members of the Military” is somewhat related. Do we also need to change AP 5013? We don’t believe so.</p>	<p>Consensus to forward to AP 4225 as revised.</p> <p>Will add Title 5 56029 as a reference at the top, strike out other Title 5 references in the text of AP 4225.</p> <p>Bring back AP 4230 with the grading symbols inserted (rather than just the catalog). (George)</p> <p>Accreditation Standard I.B.7          Accreditation Standard I.C.5          Accreditation Standard II.C.6</p>
5.0	BP/AP 5030 Fees (George & Francisco) – carried over from 12/3 <i>confirmed for May 6</i>		Francisco & George will present 6/3/19.
6.0	BP/AP 5040 Records – carried over from 12/3 – Council to review		George will present 6/3/19.



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7.0	AP 5035 – Withholding of Student Records and Registration Privileges (George)		George will present 6/3/19.
8.0	Develop a schedule for AP/BP review (Lina)	Lina presented a proposal to do a review of BP/AP on a rotational basis. Chapter 5 related to Student Services fits SP&S Council; there are also some related to Chapter 4 on Academic Affairs. Chisa suggested that we have a routing for each AP/BP as to whether it is governance or operational (non-governance). Also, we need to look at specific BPs/APs for changes due to things like SEAP, AB 705, etc. The 5000 series was completed about 2 years ago.	Lina will continue to work on this. Provide Lina with feedback. She will bring this agenda item back to the next meeting.  Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard II.C.7
9.0	Review Student Preparation & Success Council's Purpose and Function Statement		Will review 6/3/19.
10.0	Promise Plus program update	Audrey provided an update to the Promise Plus Program. Recommendation to develop a Winter STEP into College effort to accept students mid-year.	Accreditation Standard I.C.1 Accreditation Standard I.C.6 Accreditation Standard II.C.5 Accreditation Standard IV.A.5
11.0	<b>Future Presentations/discussions</b>		
	Review concerns in using OnBase – IT representative who oversees OnBase to attend a SP&S Council meeting to review how the system works		
	BP/AP 5400 Associated Students (A.S. requests to be put on hold until further notice)		
	BP/AP 5410 Associated Student Elections (A.S. requests to be put on hold until further notice)		
	BP 5140 Students with Disabilities (under review by Grace Hanson)		
	AP 5520 Student Discipline Procedures (under review by Student Life)		



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	Next meeting dates: June 3, 2019		