



Student Preparation and Success Council
 Student Services Center, 9B – Ragan Room
 October 7, 2019 – Minutes

Members [14]

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|--|---|---|---|
| <input checked="" type="checkbox"/> Audrey Yamagata-Noji, Co-Chair | <input checked="" type="checkbox"/> Lance Heard, Co-Chair | <input checked="" type="checkbox"/> Sara Mestas | <input checked="" type="checkbox"/> Bruce Nixon |
| <input type="checkbox"/> David Beydler | <input checked="" type="checkbox"/> Francisco Dorame | <input checked="" type="checkbox"/> Matt Munro | <input checked="" type="checkbox"/> Chisa Uyeki |
| <input checked="" type="checkbox"/> George Bradshaw | <input checked="" type="checkbox"/> Michelle Dougherty | <input checked="" type="checkbox"/> Donna Necke | <input checked="" type="checkbox"/> Ned Weidner |
| <input checked="" type="checkbox"/> Guadalupe De La Cruz | <input type="checkbox"/> Matt Judd | <input type="checkbox"/> | <input type="checkbox"/> |

Student Representatives:

Guests:

Item No.	Agenda Item	Discussion	Outcome
1.0	Review Today's Agenda and Minutes from September 16, 2019	Student representatives are still unappointed, thus there remains 3 vacancies on the Council. Add under 6.0: "Audrey reported that the Plan was submitted on time."	Moved, seconded, passed unanimously to approve September 16, 2019 minutes with one correction. Accreditation Standard IV.A.7
2.0	Committee Meeting Minutes for Review and Approval		
a.	Basic Skills – no minutes received to date	First meeting was recently held.	The BSI purpose and function statement was sent directly to the President's Office but will be returned to SP&S for review at the next Council meeting. Accreditation Standard IV.A.7
b.	Student Equity – September 9 minutes for acceptance	Meeting was primarily focused on purpose, function and goals of the Committee.	Minutes accepted Accreditation Standard IV.A.7



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c.	SSSPAC – June 5 and Sept 11 minutes for acceptance	Council reviewed minutes and discussed item 4 related to Non Native English speakers' placement into reading and English writing.	Minutes accepted. Accreditation Standard IV.A.7
3.0	Review Student Preparation & Success Council's Purpose and Function Statement draft	<p>Suggestion to clarify the role with Student Equity and Achievement Program (SEAP), especially related to function 4.</p> <p>Purpose: "The Student Preparation and Success Council exists to make recommendations regarding student equity, achievement, preparation and success based on stakeholder input and informed discussion."</p> <p><u>Functions</u></p> <ol style="list-style-type: none"> 1. "Research, review, develop, and recommend to the Academic Senate policies and procedures related to the Council's purpose." 2. "Analyze and synthesize data and information to develop recommendations on policies to provide input to the campus decision-making process related to the Council's purpose." 3. "Review recommendations from the Student Success and Support Program Advisory, Student Equity, and Basic Skills committees and provide direction and feedback." <p>Council name suggestion: "Student Preparation Equity and Achievement Council." (SPEAC)</p> <p>Membership: reporting committee co-chairs have been added. Chisa suggested adding another instructional manager.</p>	<p><u>Name</u> Student Preparation Equity and Achievement Council [SPEAC]</p> <p><u>Purpose</u> "The Student Preparation and Success Council exists to make recommendations regarding student equity, achievement, preparation and success based on stakeholder input and informed discussion."</p> <p><u>Functions</u> Add reference of "the Council's purpose" to #1 and #2 and add "and provide direction and feedback" to #3.</p> <p><u>Membership</u> one additional instructional manager and one additional classified staff member</p> <p>Add the following language: "A 50% plus one balance of council members will favor faculty representation."</p>



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		<p>Need to add a statement that “A 50% plus one balance of council members will favor faculty representation.” This will allow for co-chair appointees to be either faculty or managers.</p> <p>Lupita added the suggestion to add a second classified representative.</p>	Accreditation Standard IV.A.2
4.0	Review Student Equity Committee’s Purpose and Function Statement draft (received by Eric Lara)	<p>Reviewed Purpose: suggest changing to “Plan” to “Program” – to read “Student Equity and Achievement Program (SEAP).”</p> <p>#2 Function: doesn’t reflect the new Student Equity goals that are included in the new SEAP. Bruce will take this back to the committee for clean-up.</p>	<p>The Purpose and Function statement will be returned to the committee for clean-up.</p> <p>Accreditation Standard IV.A.2</p>
5.0	Review SSSPAC Purpose and Function Statement draft (received by David & George)	<p>The committee is recommending a return to the original name of the committee to “Assessment and Matriculation Committee.”</p> <p>The Council suggested a wording change similar to “collaborate with the Student Preparation Equity and Achievement Council related to SEA Program and the college’s Student Equity Plan.” In other words, collaboration should happen at this Council level related to Student Equity/SEA Plan.</p> <p>The Committee suggested adding the following function: “Support guided pathways efforts related to assessment and matriculation.” The Council was in favor of supporting the addition of “guided pathways.”</p>	<p>Return the Purpose and Function statement with the recommendation to amend function #1.</p> <p>Clarify the exact membership of the Committee.</p> <p>Accreditation Standard IV.A.2</p>



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		<p>Membership: need to clarify if there were originally 11 members. Suggestion to add 2 more members: 1 student, Associate Dean of Instruction. Suggestion to look at not maintaining the rationale for "Faculty representing AWE Facilitation" since the AWE is no longer being used, except to complete research related to AmLa placement and AmLa is already established as #3 "Faculty representing AmLa."</p>	
6.0	Review 2019-20 Goals and Progress Report	<p>Deadline to submit the Council's goals was 10/1/19.</p> <p>Goal 2: modify "...forward the Student Equity and Achievement Plan through the governance process."</p> <p>Goal 3: "Receive and review recommendations from the Committee for Innovation for Student Support and Instruction ("CISSI") and ensure that committee efforts are contributing to Student Equity and Achievement."</p> <p>Goal 4: "Monitor implementation of the SEA Plan and review progress data."</p> <p>Goal 6 change to Goal #5: "Review and make recommendations for accuracy and consistency for Board Policies and Administrative Procedures related to student preparation, equity and achievement."</p> <p>Goal 7 change to Goal #6: Keep a goal related to Assessment – "Receive, review and recommend strategies related to assessment, placement methods, and impact of assessment outcomes."</p>	<p>Discuss the creation of a separate work group or committee to review Board Policies and Administrative Procedures.</p> <p>Review the goals at the next meeting and how to tie our Council goals to the college's over-arching goals (5) and to the college's "old" goals (14).</p> <p>Accreditation Standard IV.A.2</p>
7.0	2018-19 Year End Accomplishments		Review at October 21 meeting.
8.0	Report on SEAP Student Equity Plan	<p>Audrey briefly reviewed the hand-outs provided to the Council – but will go into more detail at the meeting on November 4. Council members were provided with a brief overview of SEAP funding, the statewide Student</p>	Review at November 4 meeting.



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		Equity goals, the disproportionate student groups broken down by Student Equity goals.	
9.0	Report on SEAP Workgroup		Review at November 4 meeting
10.0	AP 4230 – Grading Symbols (George Bradshaw)		Review at October 21 meeting
11.0	AP 4225 Course Repetition and Withdrawals (Sent back by Academic Senate to SP&S)		Review at October 21 meeting
12.0	AP 5035 – Withholding of Student Records and Registration Privileges (Status: Action item on Academic Senate 9/26/19 agenda)		Review at October 21 meeting
13.0	Future Presentations/discussions		
	AP/BP 5030 – Fees (Francisco: confirmed to present 10/21/19)		
	BP 5140 – Students w/ Disabilities (currently being revised by Grace Hanson)		
	AP 5520 – Student Discipline Procedures (Andi & Koji confirmed to present 10/21/19)		
	Review concerns in using OnBase – IT representative who oversees OnBase to attend a SP&S Council meeting to review how the system works		
	Update on AQ and Review Counselor Guide to Multiple Measures (Sara)		
	Next meeting dates: October 21, 2019		