

SSEC Meeting Minutes October 5, 2017 EW207 Admin Conference Room 9:30 AM – 11:30 AM

<u>Present:</u> Heather Ostash, Jessica Krall, Chad Houck, Ryan Khamkongsay, Corey Marvin, Lisa Stephens, Deanna Campbell, Caroline Sanderson,

Pam Campbell, , Blaine Simmons, Christine Small, and Katie Bachman

<u>Absent:</u> Kristen Hanle, John McHenry, Andy Love, and Jennifer San Nicolas

Guest: None

Meeting Materials: BSI SE SSSP Integrated Plan 2017-2019

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	0) C	
1. Opening of Meeting	Heather				
2. Approval of Agenda	Heather	pproved			
3. Approval of Minutes and Review of Previous Action Items 09/28	Heather	Minutes: Approved. Action Items Completed			
4. Check-In:	All	Not done at this time.			
Heather S. Guided Pathways Follow- Up: CROSS FUNCTIONAL INQUIRY: College constituents (including staff, faculty across disciplines and counsele administrators, and students) examine research and local data on student success and discuss overarching strategies to improve student success. College engages in broad, deep and inclusive discussion and inquiry about the Guided Pathw					

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		approach, framework and evidence. Scaling in Process.		
		SHARED METRICS: College is using clearly identified benchmarks and student data to track progress on key activities and student academic and employment outcomes. Those benchmarks are shared across key initiatives. Scaling in Progress.		
		INTEGRATED PLANNING: College-wide discussions are happening with all stakeholders and support/commitment has been expressed by key stakeholders to utilize the Guided Pathways framework as an overarching structure for the college's main planning and resource allocation processes, leveraging existing initiatives and programs such as (but not limited to):		
		 (but not limited to): Student Success and Support Program (SSSP) Basic Skills Initiative/Basic Skills Student Outcomes and Transformation Program (BSI/BSSOT) Equity Planning Strong Workforce Scaling in Progress: Tyson- idea to do a mapping of all of the work college has completed and demonstrate all the elements of guided pathways. 		
		INCLUSIVE DECISION-MAKING STRUCTURES: College has identified key leaders that represent diverse campus constituents to steer college-wide communication, input and decisions regarding the Guided Pathways framework. Constituents have developed transparent cross-functional work-teams to provide the Guided Pathways effort with momentum and regularly provide opportunities for broad college-wide input. In addition, this plan strategically engages college governance bodies college wide. Scaling in Progress.		
		INTERSEGMENTAL ALIGNMENT: College engages in systematic coordination with K-12, four-year institutions and industry partners to inform program requirements. Early Adoption. Barriers are that college has limited partnerships with major universities and more coordination with high schools is needed.		
		GUIDED MAJOR AND CAREER EXPLORATION OPPORTUNTIES: College has structures in place to scale major and career exploration early on in a		

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		student's college experience. Early Adoption. Barriers are wider implementation of		
		Navigate-Not happening. Gateway courses-limited capacity for class offerings.		
		IMPROVED BASIC SKILLS:		
		College is implementing evidence-based practices to increase access and success in		
		college and/or transfer level math and English, including, but not limited to:		
		 The use of high school performance for placement (i.e. Cumulative GPA, course 		
		grades, no cognitive measures) for placement		
		 Co-requisite remediation or shortening of developmental sequence. 		
		 Curricular innovations including creation of math pathways to align with students field of study. 		
		Scaling in Progress-Barriers are multiple measures, automation, data validation of our		
		research. Effectiveness of the placement. Co-requisite model, support of on-line		
		students.		
		CLEAR PROGRAM REQUIREMENTS:		
		College is clarifying course sequences for programs of study (including key		
		milestones) and creating predictable schedules so that students can know what they		
		need to take, plan course schedules over an extended period of time, and easily see how		
		close they are to completion. College offers		
		courses to meet student demand. In order to meet these objectives, college is engaging		
		in backwards design with desired core competencies and/or student outcomes in mind		
		(including time-to-goal completion and enhanced access to relevant transfer and career		
		outcomes. Early Adoption-Barriers are capacity for offering every class, not enough		
		enrollment. Cross disciplinary teams-None.		
		PROACTIVE AND INTEGRATED STUDENT SUPPORTS:		
		College provides academic and nonacademic support services in a way that		
		is proactive and aligned with instruction, so that all students are explicitly		
		engaged in these services. Early Adoption- Barriers are awareness, college students		
		should be on their own are possible thoughts people may have. Technology.		
		INTEGRATED TECHNOLOGY INFRASTRUUCTURE:		
		College has the technology infrastructure to provide tools for students as well as		
		instructional, counseling, and student support faculty and staff to support		
		planning, tracking, and outcomes for Guided Pathways including:		
		Link student demand to scheduling		
		 Ability for students to monitor schedule and progress (e.g., Degree Audit) 		

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TOPIC	FACILITATOR	 System for counselors and faculty to monitor students' progress (e.g., Starfish, early alert system, etc.) Data on career and employment opportunities including salary and requirements. Other. Early Adoption-Barriers are Technology in general. STRATEGIC PROFESSIONAL DEVELOPMENT: Professional Development (PD) is strategically, frequently, and consistently offered for staff, faculty and administrators and aligned with the college's strategic goals, needs and priorities identified in integrated plans, program review, and other intentional processes. Early Adoption- Barriers are we are not consistent and it needs to be. Scheduling issues. Streamlining semesters. Multiple Sites tools for accessing. ALLIGNED LEARNING OUTCOMES: Learning outcomes are aligned with the requirements targeted by each program and across all levels (i.e., course, program, institutional) to ensure students' success in subsequent educational, employment, and career goals. Scaling in Progress. ASSESSING AND DOCUMENTING LEARNING: The college tracks attainment of learning outcomes and that information is easily accessible to students and faculty. Consistent and ongoing assessment of learning is taking place to assess whether students are mastering learning outcomes and building skills across each program and using results of learning outcomes assessment to improve the effectiveness of instruction in their programs. In Between Early Adoption and Scaling in Progress-Barriers are its not available for all students. Small class sizes. Individually identifiable data. APPLIED LEARNING OPPORTUNITIES: Students have ample opportunity for applied/contextualized learning and practice. 	0	С
		Students have ample opportunity for applied/contextualized learning and practice. Opportunities have been coordinated strategically within and/or amongst programs. Early Adoption- Barriers are resources-rural nature of college. Needs-Professional development-Travel in order to experience the PD.		

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		Change to scaling and progress APPLIED LEARNING OPPORTUNITIES. Next step, capture and document. Need a draft. Will be introduced as an informational piece at college counsel today.		
6. Hunger free Campus:	Heather	Hunger free campus: Legislation materials, allocations. Cal fresh is a healthy initiatives program for people who are qualified. Need to make students more aware of the program. Food pantry on our campus. Food as to be available on campus. How do we want to walk out the food pantry program, \$6000 to spend on the start of the program? Ryan-non-perishables first and partner with other donation sources. Food pantry or a food distribution. Something where we can advertise once a month to provide food to students. Deanna-Who would be eligible? Next steps? Talk with your campus and then come back to the meetings and talk it though. Figuring out a process for each campus. As far as the funds, we can explore donation opportunities. Lisa-suggest speaking with local services like rotary or lions club for donations. Also she will by doing granola bars and other small items for students once a month. Engage student government to assist with this program. Gear up for Thanksgiving, and try to do a food distribution before the holidays. Put a call out to help with the students. Action Item: Heather will send out the website and then work with Debbie to get information out there. Action Item: Barns and Noble-Donate bags? Talk with Montana. Action Item: Speak with Natalie-Regarding donations.		
7. Emergency One-time funds:	Heather	Allocated \$12,133. Need to identify students in need for these funds. Meeting on November 7 th to discuss emergency loan funds. Goal of the meeting will be to set up a process to provide funds to students in need. BC: 79.2% \$131,634 CC: 7.3% \$12,133 PC: 13.5% \$22,438 Total \$166,205		
8. Integrated Plan status:	Heather	Draft is mostly completed. Heather wants to discuss the executive summary piece of the document. Need to make sure it captures from everyone's perspective the work that we		

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		have been doing and to improve on the equity indicators. See Blaine's document.		
		Progress made: Show. Heather wants everyone to make sure that this report reflects		
		appropriately. Please provide feedback on the executive summary piece Blaine. Ryan can		
		pull data and have it ready for the report possibly by Friday 10/13.		
9. Thoyote:	Cory	College wide report that reports on college key indicators. Generated every year. Looks		
		at a variety of indicators about how the college is doing. 5-6 strategic goals. CCC Use of		
		the Thoyote measures the things we do across our institution and then see how we are		
		doing. Here are our core functions, set targets and then measure our improvements.		
		Map our activities to our core functions and assess ourselves. Actionable piece on how		
		we are doing and how it effects our data sooner.		
10. Other?	All	Dual enrollment instructors no longer need to stay under the .67. So now we can say yes		
		to schools that have an instructor that can teach a class more. Future agenda item: How		
		our programs are used. What information needs to be on the website? How it would		
		help to redesign the website to be more useful for students. Gather information and		
		present to Sylvia. Guided pathways location on the website should be easier to get to for		
		students. Develop a cross functional teams and move forward with it. Application and		
		registration process and degree ad program cross functional teams.		
		Action Item: Call out to classified senate to assist in these teams. Two people. SSSP		
		Group, academic senate and a call out for students.		

Title	Heather Ostash	Recorder _	Katie Bachman	
Person in charge of meeting		Р	erson responsible for recording	meeting



SSEC Meeting Minutes November 16, 2017 EW207 Admin Conference Room 9:30 AM – 11:30 AM

<u>Present:</u> Heather Ostash, Pam Campbell, Jessica Krall, John McHenry, Ryan Khamkongsay, Chad Houck, Christine Small, Stephanie Brantley,

Jennifer San Nicholas, Blaine Simmons, Deanna Campbell, Caroline Sanderson, and Kristen Hanle

Absent: Corey Marvin and Katie Bachman

Guest: N/A

Meeting Materials: CCC Guided Pathways, 11_14_17 Standard II C Student Support, Evidence List for standard IIC.

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1. Opening of Meeting	Heather			
2. Approval of Agenda	Heather	proved		
3. Approval of Minutes and Review of Previous Action Items 09/28	Heather	Minutes: Approved. Action Items Completed		
4. Cross-Discipline Teams	Heather	 a. Programs/Pathways Information/Representation Chair (Chair: Corey Marvin/ Co Chair: Missy Gross) Committee representation (Kim Blackwell, Karee Hamilton, Wendy Coward, TBD 1 and TBD 2) Process Application/ Registration Process Chair (Chair: Heather Ostash/ Co Chair: Christine Small) Committee representation (Jessica Kawelmacher, Caroline Sanderson, Alicia Woolsey, ACCESS TBD and TBD) 		

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		iii. Process Next Steps: Look at communications to students, finish forming committees and go back to SSSP for faculty recommendations)		
		c. Spring Flex Role Plays i. Committee/task force ii. Topics/scenarios 1. (2 Hour AM Event) Round tables guided by Student Services-participation by both Faculty and Classified Staff 2. Updates 3. Holds on Accounts (types) 4. Engage faculty as partners a. Counseling volunteers b. Pam c. John McHenry (Athletics) 5. What do we wish faculty knew more of? 6. What resources should students take advantage of? 7. Grade check process		
5. Guided Pathways	Heather	opens (Grand Opening) Action Item: Heather to review to make sure there are no contradictory items. Add best practices from integrated plan.		
Assessment Review:		Will go to the board as an action only item for the Board President's signature. Recommendation coming from group: add best practices from inquiry group/integrated plan		
		Request for Chancellor's Office: • Professional Development to help assist in Guided Pathways Initiative • Automation tool for Mas • Technical assistance for part-time population		

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		Visa assistance Action Item: Ryan to reach out Cal Path to find out requirements and parameters for becoming a pilot school (Multiple Measures)		
6. Accreditation Standard IIC	Heather	Reviewed. No suggestions from group Need: Page 11: Evidence of Meeting the Standard: (Need content from Pam)		
7. Faculty resource Guide::	Heather	Christine and Missy worked together to create a Faculty resource Guide. If a student presents with this, you do this Currently with Heather for her review. Once she reviews, we will have the group review and then push it out to Department Chairs for their review.		
8. Banner 9 training Update:	Heather	Banner 9 Proposed Schedule December 5- A&R (Jessica Kawelmacher & Jennifer San Nicolas) December 6- Counseling (Christine Small, Pam Campbell, Rene Mora and) December 7- Scheduling & Others (Jaime Broussard and Heather to ask Corey who else if anyone should attend) Jennifer to Send Katie link for Ellucian ecommunities Testing to take place on 11/17- A&R and Financial Aid 12/1- Counseling Action Item: Christine Small to develop a list of tasks used most often. Add any forms missing from previous lists provided. Share a list of students w/ Counseling- please include ID numbers Jennifer to set meeting with Pam, Christine and Heather to discuss Banner 9		
9.Food Program-Update	Heather	Meeting on Tuesday. Action Item: Katie to forward invite to Deanna Campbell Deanna requests Food Pantry at ESCC be added to the new SSEC agenda. ESCC has funding requests.		

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10. ESCC LAC Staffing		Would like Cerro Coso to consider moving LAC staffing under Student Services rather than Academic Affairs since it does not generate FTES.		
		Looking for 52 hours a week- approximately \$50,000. \$20K funded by a local organization but that funding is a not guaranteed for future years.		
		Heather suggests that we look other models that other institutes use and possibly looking to fill the need with possibly a classified staff like Heather Bopp at KRV.		

Title	Heather Ostash	Recorder	Stephanie Brantley
	Person in charge of meeting	Р	Person responsible for recording meeting



SSEC and Deans Directors February 15, 2018 EW207 Admin Conference Room 10:00 AM – 12:00 PM

Present: Heather Ostash, Pam Campbell, Ryan Khamkongsay, Blaine Simmons, Rebecca Pang, , John McHenry, Lisa Stephens, Christine Small,

Deanna Campbell, Jessica Krall, and Katie Bachman.

Absent: Corey Marvin, Chad Houck

Guest: None

Meeting Materials: None

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	0	С
1. Opening of Meeting	Heather			
2. Approval of Agenda	Heather	Approved		
3. Approval of Minutes and Review of Previous Action Items 02/01/18	Heather	Minutes: Approved		
4. Check In and Questions: a. General Check-in b. Answer question- What two things from your perspective are the most urgent that we can address that will impact student access,	Heather	Question: B. Guided Pathways work plan. Christine, using Navigate and Degree Works. Need to get people to start using these items. Technologies. Multiple measure and put resources in in order to get that. Ryan-Good to have a consultant that can help facilitate the process and brain storm for the implementation. Data literacy piece for the college. Think of ways to build the literacy on campus and start using a dashboard. Incentivize for students but need to be creative on how we do the process. Expand our Math and reading labs times and possible on line. Possibly use a marketing consultant regarding. Blaine-Confusion on the Umoja program and how expensive items are. Equity, cultural responsive teaching and getting that onboard within Canvas. Deanna-Outside of the classroom, find ways to enhance engagement outside of classrooms. Build engagement		

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achievement or completion? Note-this will be input to prioritize for our initial Guided Pathways work.		more on campus. Allowing faculty to come up with their own ideas regarding events and use stipends to encourage faculty to be involved. Chance for partnerships within the college. Build a pipeline with other universities. Lisa-Looking at hiring a marketing consultant to get the word out about the different area. In the prisons, there are TV in education and possibly doing a marketing video. Pam-Consultant regarding going electronic. Creating connections for transfers and making students succeed. Making good connections at other universities. Jessica-student can't reach anyone on campus. Also, students cannot get a hold of faculty. What's available at the one-stop? Overhaul of the website. Establish cycles of when areas of the website need to be update. The catalog review process needs be reviewed as well. Communication-experience of enrolling to the college has been negative. John-Athletics, students are not receiving financial aid, not enrolling in a timely manner. What are the gaps? When the students are dropped out of classes for specific reasons. Faculty should be email students if they have not participated for a week, engage with the student and find out what's going on before dropping the students.		
5. EAB Update::	Christine	EAB Update: Christine-Working on all of the validating. EAB would like to come on campus to train staff and advisors. April 18 th . Acton Item: Heather will follow up regarding the use of LRC 631 and why there is an English class in the room and if it can be moved. Future agenda: Address issues with concurrent students. BC not putting holds on current students.		
6. Hunger Free Update:	Heather	Two days. LRC Lobby and Gym PE 407. Feb 28 th and March 1 st . Email will go out today asking for volunteers. Bags will go out from noon to 3pm. After, Access will have bags available. Staff volunteers need to check with supervisor. Hopefully a good response with from Faculty. Working on CAPK contracts. Willing to deliver to the campus, the 3 rd Tuesday of the month they will be delivering. <u>Action Item:</u> Call CAPK and see if we can get an appointment prior to the distribution. Late morning, next Wednesday.		
7. Staffing Update:	Heather	Director of Outreach advertisement will go out within the next week. In the middle of the recruitment for the AR Tech II position. KRV/Cal City Ed Advisor position will go out soon.		

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8. Mileage:	Heather	Negotiated on the Faculty side. This could impact costs. Conversations about mileage		
		and the impact it has on the campus. Will affect the way we schedule staff and minimize		
		staff costs for mileage. More discussion to follow.		
9. Reminder about travel	Heather	Reminder about Travel and activities: Please provide information as soon as possible. Be		
and activities		aware of the volume of flow that is on staff getting travel ready.		
10. Other?	All	None		
Next Meeting Date:	Heather	February 28, 2018 @ 09:30		

Title	Heather Ostash	Re	corder _	Katie Bachman	
	Person in charge of meeting		Pe	erson responsible for recording meetin	ıg



SSEC and Deans Directors March 1, 2018 EW207 Admin Conference Room 9:30 AM – 11:30 AM

Present: Heather Ostash, Pam Campbell, Ryan Khamkongsay, Corey Marvin, Rebecca Pang, , John McHenry, Lisa Stephens, Christine Small,

Deanna Campbell, Jessica Krall, and Katie Bachman.

Absent: Chad Houck, Blaine Simmons and Michael Kane

Guest: None

Meeting Materials: Guided Pathways Work Plan

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	0	С
1. Opening of Meeting	Heather			
2. Approval of Agenda	Heather	Approved		
3. Approval of Minutes and Review of Previous Action Items 02/15/18	Heather	Minutes: Approved		
4. Check In	All	Rebecca Pang-OEI Exchange-Allows college student to take other OEI consortium courses at other colleges and be a part of our college. Submitted the application yesterday in order to be a part of the OEI exchange. We have a high chance of getting into the exchange. It will impact registrations, financial aid and counseling. We are hoping to increase the online enrollment with this process. John-Athletics is at a stabilization. Softball is doing what they can do. Going through second read of Program review. Fellow for Christian athletes is a program for anyone of campus and we are trying to create a positive environment. In talks about making a club.		

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		Jessica-Food audit complete, auditor was very helpful and nice. Finishing program review and submit. Annual check in with the state, due next week. Highest enrollment, 98 for the month of January.		
		Lisa-at the sites, focusing with working with high school partners for fall enrollment. Attending a parent night, meet with 8 th graders and also 9 th and 10 th graders. Provide information about Dual enrollment and Promise grant. Inviting high schools to attend open house at Tehachapi site to provide lots of information regarding attending college. Focusing on outreach at the sites.		
		Deanna-ESCC. Big fire in Bishop, was asked in case of evacuations if the college can be used an evacuation site. Was not needed. Mammoth had a minor flood in the labs, everything is ok. Monday 2/26 we had to cancel classes in the science labs due to water. Will not be back on line until fall. Very large winter storm coming in today. Outreach to all the high school for attending college and one on one appointments with counselors. Also outreach on concurrent enrollments at open house. Scheduling open houses at both sites. Coffee breaks at both the campuses. Campus events-Inyo country leadership academy day. Third annual Native American summit. Also 5 th grade day is coming day. Hosting Earth day at the campus soon. Midterm potluck.		
		Tiffany-Financial aid-GPA out for all of the students. Students applying for Cal Grants, we send off the GPA verifications. Working on emergency fund for our Dreamers and see who is interested in. Awarded a completion grant, student's eligible need to go through several qualifications. Hoping to get those awarded soon.		
		Pam-Foster Youth funds, Cerro Coso's piece was submitted. Deadline is March 10 th . Tribal TANIF is trying to connect again and reconnect. Crisis stabilization representative will speak on March 5 th .		
		Christine-Large high school outreach. March 6th and March 7 th hosting a parent night. Hoping for a good turnout. 468 students attended 5th graders. EAB is coming to campus April 18 th and will be training. Concurrent and dual enrollment challenges. Waitlist issues for these students. Students being registered in more than 11 units. BC is allowing these students to enroll in more than 11 units. Concurrent students will cap at 11.5 units. Tiffany will be looking at the concurrent form.		

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		Ryan-IR Strategic plan data, and meeting with the task force. Meeting with Blaine and talk about the student Equity plan and looking at the way we collect data on our impacted students. Looking at different ways to collect data. Creating at Data dashboard-Visualization tool. Achieving the dream coaches are coming for a visit next month. Working on several data requests. Corey-Working on the Catalog-Putting it into BoardDocs next Friday. Navigate in the Catalog? Accreditation catalog-error free as possible. Pass no Pass needs to be addressed. Scheduling is also going for a yearlong schedule. The hope is next year long scheduling and that student can register from April through early spring semester. 2-3 week cycle and we make sure that the web content is the same and updated to the same that's in the catalog. Heather will coordinate/formalize this process in the next coming months. Keep things consistent.		
5. Guided Pathways Work Plan:	All	1. Cross-Functional Inquiry-Nothing new discussed-Heather has b=notes from Conference. 2. Shared Metrics-Finishing the Thyote. Looking at our Core Indicators. Student achievement outcomes. Establish the unit level what are the key indicators of how you evaluate the effectiveness of your unit. Drilled down and then broader indicators. Data literacy and infrastructure. Supports access and use of data. Anyone in a leadership position can look at the data and see what is available and look at, how to address it and use it. Professional development committee plan for next year is to develop workshops and plan regarding data literacy. 3. Integrated Planning-Communication is a gap for the college. Series of focus group with students to see how they receive and understand communication on campus. Faculty buy-in on campus is huge. Scaling and progress originally on the guided pathways plan, challenges we identified communication has a difficulty of communication. Possibly hiring a consultant to assist with this, and then the mapping of all of our current strategies on campus. A graphic way to show our initiatives. 4, Inclusive decision making structures- The challenges were putting together crossfunctional teams and at the different sites process. We need to gather the student voice in all the processes we do.		

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		5. Intersegmental Alignment-We indicated early adoption, we need to have more and		
		stronger relationships with parterres. We have good partnerships area high schools, but		
		we need stronger relationships with 4 year schools. Christine still feels like there is a gap		
		with our area high schools, especially Burroughs. Tiffany offered to go speak with		
		Burroughs regarding working with them. Maintain a connection and partnership with		
		them. Promote college opportunities in the community and the base for the		
		opportunities here at the college and put pressure on the Burroughs. Invite school		
		counselors to come up to the campus once the "One-stop" is completed. Find out who		
		has masters at the high school and invite them up to see the programs up at the campus		
		and take back to the high school.		
		6. Guided Major and Career Exploration – Partner with Sierra Sands to offer CTE (Health		
		Careers), Arts and Humanities.		
		7. Improved Basic Skill-		
		8. Clear Program Requirements-		
		9. Proactive and Integrated Student Supports-		
		10. Integrated Technology Infrastructure-		
		11. Strategic Professional Development-		
		12. Aligned Learning Outcomes-		
		13. Assessing and Documenting Learning-		
		14. Applied Learning Outcomes-		
Next Meeting Date:	Heather	March 15, 2018 @ 10:30		

Title	Heather Ostash	Recorder	Katie Bachman
	Person in charge of meeting	P	Person responsible for recording meeting