

Student Success & Support Council Meeting Minutes
 September 27, 2017
 EW207 Admin Conference Room
 12:30 – 2:30 PM
MINUTES

Charge of the Committee:

Through the integrated efforts of academic and student services, the Student Success and Support Council reviews and recommends strategies and initiatives designed to help students achieve success. The committee engages in research, analysis, and dialogue to guide implementation of initiatives to ensure college access and improve student success and equity.

Present: Heather Ostash, Caroline Sanderson, Laura Vasquez, Cliff Davis, Christine Small, Corey Marvin, Blaine Simmons, Tyson Huffman, Jennifer San Nicolas, Julie Cornett, Nikki Gardepe, Pamela Campbell, Steve Rogers, Missy Gross, Sharlene Paxton, Jan Moline, Rebecca Pang and Katie Bachman.

Absent: Deanna Campbell

Guests: None

Materials: **BSI SE SSP Integrated Goals 09_26_17, CCSSE Results_2017, and FoodSecurity_CerroCosoCollege.**

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Opening of Meeting	Heather Ostash			
2. Approval of Agenda	All	Agenda was approved as presented.		
3. Approval of Minutes and Review of Previous Action Items	All	Minutes approved and no previous action items.		
4. Inquiry Group Status Update:	Heather and Julie	Inquiry Group Status Update: Taking some of the initiatives from the IG and implementing them in the spring. Cerro Coso Rocks event. Faculty going through the process of registration. An email will be send out regarding what initiatives will be implemented. Have a dedicated day in order to inform faculty on the student services processes. Next steps for inquiry groups: Summary will be sent out regarding the strategies for Instructional, Non-instructional and then what will be adopted for the institution. Progress reports will used in order to get data and information regarding some of the initiatives. Keep the tracking happening and momentum continuing. Presenting at the Strengthening student success		

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		<p>conference regarding the IG.</p> <p>Start the IG group's earlier-suggested idea.</p>		
<p>5. Professional Development Recommendations:</p>	<p>Heather</p>	<p>Adjunct Professional Day-Report out on the IG information. Focus on the initiatives and the instructional side and implementation. Project rebound will also be discussed. November 3rd will be the project rebound. So thoughts were to have them talk again during the Adjunct Professional Day. 30 Minutes for Missy and Christine and 30 minutes for President Board. Agenda possibilities.</p> <p>Data Summit: IR now, ATD Coaches. To share college wide the different information we have collected. Important tool in order to keep the focus going. Thoughts: Laura; Good idea and have a discussion regarding some of the sets of data. Have different groups talk and discuss. Spring Data Summit.</p>		
<p>6. Integrated Plan Overview:</p>	<p>Christine, Blaine and Tyson</p>	<p>Christine, required to create 5 goals so they were integrated with SSSP, Equity and BSI.</p> <p>Goals: Improve student success, persistence, and completion of certificate, degree, or transfer with a focus on disproportionately impacted students and students who are placed at levels below transfer.</p> <p>Increase the use and integration of existing technology solutions to improve matriculation, instruction and student support.</p> <p>Develop a Guided Pathway model that 1) clarifies the path; 2) helps students choose and enter a pathway; 3) helps students stay on the path; and 4) ensures that students are learning.</p> <p>Develop a college-wide communication plan to improve identification of and support to all students including those identified as disproportionately impacted.</p> <p>Increase access and college readiness for all students with a focus on disproportionately impacted groups and students who placed at levels below</p>		

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		<p>transfer.</p> <p>Under each main goal, there is specific goals that are in SSSP, Equity and BSI that are linked under the main goal. Guided pathways and expanding, identifying processes and different areas of guided pathways. Solutions. Look through the goals and activities and provide feedback to the group so that it is reflected appropriately. Communication campaign to our students. Developing strategies to get students involved. 2 year plan with a one year budget needs to be submitted. Feedback: Laura stated the goal for BSI under Develop a guided pathways should state; Increase the use of math and English labs by students needing remediation. Julie Feedback: Library and LRC are doing a lot of the goals and activity already, and collect data on these, so should this be stated in the plan? Christine, stated yes and then when asked for the data then have it ready for the report out. Jan feedback: Faculty senate is another lace to provide all of this information to as well. Christine asked for more feedback regarding what are the supports we can use from the Chancellors office would we use. What topics? Workshop on SSSP Data collection. Guided pathways.</p>		
7. Surveys:	Heather	<p>October 30th, presentation on CCCSSE for the IR. Summary of the results. Please take a look at them. Collegiate Financial Wellness-Results. Finding on food anxiety. Possibly a presentation to faculty. Financial Literacy workshop would be beneficial for our students. Blaine would like to start a new committee for providing services for our students. Jennifer stated Cash course is available for students and faculty in order to learn about budgeting. Available on the FA site. ICAT: Small amount of people have responded. Heather will push it out college wide for a month and would like people to respond to the survey-Action Item.</p>		
8. Other?	Heather	DACA flier provided to group and explained by Heather.		
9. Next Meeting		October 4, 2017 @ 12:30		

Open/ Closed

Title Heather Ostash

Recorder Katie Bachman

Person in charge of meeting

Person responsible for recording meeting

DRAFT

Student Success & Support Council Meeting Minutes

October 4, 2017

EW207 Admin Conference Room

12:30 – 2:30 PM

MINUTES

Charge of the Committee:

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Present: Heather Ostash, Caroline Sanderson, Laura Vasquez, Cliff Davis, Christine Small, Blaine Simmons, Tyson Huffman, Jennifer San Nicolas, Jaycee Lucero, Nikki Gardepe, Pamela Campbell, Chad Houck, Steve Rogers, Missy Gross, Sharlene Paxton, Jan Moline, Deanna Campbell and Katie Bachman.

Absent: Corey Marvin, Julie Cornett, and Rebecca Pang

Guests: None

Materials: **Self-Assessment Tool_CCCCGuidedPathways_Fall-2017; (1)What-WeKnow-Guided-Pathways; Guided PathwaysSelf-Assessment CCRC Scal of Adoption 20170915**

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Opening of Meeting	Heather Ostash			
2. Approval of Agenda	All	Agenda was approved as presented.		
3. Approval of Minutes and Review of Previous Action Items	All	Minutes approved and no previous action items.		
4. Guided Pathways:	All	Self-assessment due in November. 150 Million For over 5 years. 60% in the first two years. In order to be eligible for the award in March, the self-assessment is required. Needs to be a group discussion. Required to create a plan on our improvements and 5 year by plan. CROSS FUNCTIONAL INQUIRY: College constituents (including staff, faculty across disciplines and counselors, administrators, and students) examine research and local data on student success and discuss overarching strategies to improve student success.		

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		<p>College engages in broad, deep and inclusive discussion and inquiry about the Guided Pathways approach, framework and evidence. <u>Scaling in Progress.</u></p> <p>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. <u>Scaling in Progress.</u></p> <p>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):</p> <ul style="list-style-type: none"> • Student Success and Support Program (SSSP) • Basic Skills Initiative/Basic Skills Student Outcomes and Transformation Program (BSI/BSSOT) • Eqity Planning • Strong Workforce <p><u>Scaling in Progress:</u> Tyson- idea to do a mapping of all of the work college has completed and demonstrate all the elements of guided pathways.</p> <p>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 collegewide. <u>Scaling in Progress.</u></p> <p>INTERSEGMENTAL ALIGNMENT: College engages in systematic coordination with K-12, four-year institutions and industry partners to inform program requirements. <u>Early Adoption.</u> Barriers are that college has limited partnerships with major universities and more coordination with high schools is needed.</p> <p>GUIDED MAJOR AND CAREER EXPLORATION OPPORTUNTIES:</p>		

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		<p>College has structures in place to scale major and career exploration early on in a student’s college experience. Early Adoption. Barriers are wider implementation of Navigate-Not happening. Gateway courses-limited capacity for class offerings.</p> <p>IMPROVED BASIC SKILLS: College is implementing evidence-based practices to increase access and success in college and/or transferlevel math and English, including, but not limited to:</p> <ul style="list-style-type: none"> • The use of high school performance for placement (i.e.cumulative GPA, course grades, noncognitive measures) for placement • Co-requisite remediation or shortening of developmental sequence. • Curricular innovations including creation of math pathways ro align with students field of study. <p>Scaling in Progress- Barriers are multiple measures, automation, data validation of our research. Effectiveness of the placement. Co-requisit model, support of on-line students.</p> <p>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 acces to relevanr transfer and career outcomes. Early Adoption- Barriers are capacity for offering every class, not enough enrollment. Cross disciplinary teams-None.</p> <p>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.</p> <p>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:</p>		

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		<ul style="list-style-type: none"> • Link student demand to scheduling • Ability for students to monitor schedule and progress (e.g., Degree Audit) • System for counselors and faculty to monitor students' progress(e.g., Starfish, early alert system, etc.) • Data on career and emoloyment opportunities including salary and requirements. • Other. <p>Early Adoption- Barriers are Technology in general.</p> <p>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.</p> <p>Early Adoption- Barriers are we are not consistent and it needs to be. Scheduling issues. Streamlining semesters. Multiple Sites tools for accessing.</p> <p>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.</p> <p>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.</p> <p>APPLIED LEARNING OPPORTUNITIES: 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.</p>		

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		<p>What kinds of support would be most helpful to you as your campus begins or continues its work on guided pathways? Are there resources or supports that would most help your college progress on any particular element? Please describe: Resources-less restrictive as to how we can use it. More opportunities to participate in technologies. More notice. Abilities to share best practices-more webinars.</p> <p>Comment (optional): Please share any guided pathways practices or processes that were particularly successful for your college. Implementation of Navigate. Imbedded learning opportunities. Math and writing labs. Commitment to our students to finish courses even if there is only one class. Building services for distance students.</p> <p>**Heather will pull together all of this context. Sites, layers and challenges and complexity on the report.</p>		
5. Other?	All	None		
6. Next Meeting		November 8, 2017 @ 12:30		

Open/ Closed

Title Heather Ostash
Person in charge of meeting

Recorder Katie Bachman
Person responsible for recording meeting

Student Success & Support Council Meeting Minutes

January 31, 2018

EW207 Admin Conference Room

12:30 – 2:30 PM

MINUTES

Charge of the Committee:

Through the integrated efforts of academic and student services, the Student Success and Support Council reviews and recommends strategies and initiatives designed to help students achieve success. The committee engages in research, analysis, and dialogue to guide implementation of initiatives to ensure college access and improve student success and equity.

Present: Heather Ostash, Corey Marvin, Laura Vasquez, Julie Cornett, Jan Moline, Rebecca Pang, Cliff Davis, Blaine Simmons, Tyson Huffman, Missy Gross, Sharlene Paxton, Caroline Sanderson, Deanna Campbell, Chad Houck, Peter Faulk, Steve Rogers, Pamela Campbell, Christine Small, Nikki Gardepe, Jaycee Lucero, and Katie Bachman.

Absent:

Guests:

Materials: None

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Opening of Meeting	Heather			
2. Approval of Agenda	All	Agenda was approved as presented.		
3. Approval of Minutes and Review of Previous Action Items	All	Minutes approved 12/06/17. No Action Items discussed		
4. Data Summit:	Heather and Julie	April 12 th or April 16 th , need to finalize the date. Monday April 16 th . Two sessions. Morning and afternoon. Heather will pay for subs for faculty. Action Item: Save the date to faculty. Needs assessment survey associated with the save the date. Limited survey, so we can get input about what they need or want to see during the day. Send out a request to faculty and take a survey and have a drop down menu of what they are looking for at the data summit. Format: 3 hrs. 9-noon and 1-4. A morning session and afternoon session. Date: April 16th. Hosted Lunch at noon. H		

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		<p>Objectives: Agenda</p> <ol style="list-style-type: none"> 1. College Profile 2. Data 101 3. Overview of our data and what we collect <ol style="list-style-type: none"> a. How to access it? 4. Table top exercises: <p>Provide a set of data and have the tables walk through an analysis.</p> <p>Department sit together?</p> <p>Goal of the summit? What are you going to do with this information?</p> <p>Instructional and non-instructional</p> <p>Send out a request to faculty and take a survey and have a drop down menu of what they are looking for at the data summit.</p> <p>Using data for: Improve Teaching</p> <p>Better understanding student population</p> <p>Equity gaps</p> <p>Classified staff: What useful data can we use a classified staff. College's performance and unit's performance. Student population. What kinds of information should we be gathering? Knowing the students and what the needs are.</p> <p>What data can I look at that makes a difference in my class. List of ideas.</p> <p>Data Summit:</p> <p>How would the day be structured and what topics: Key objectives: Why is data important? Explain the use of the data needed and how it applies to the college.</p> 		

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		<p>How to access data and data analysis. Have Ryan show the steps of how to obtain the data and then use it. What kinds of questions are we required to ask and what type of questions do we want to ask. Philosophy of using data, it's an insight to something not proving it. Also, a data efficiency understanding. Canvas student engagement/table top. Overall structure of the meeting-What data our college collects. Equity data, Focus groups, and more. Outcomes-people have a sense of where are institution is? General awareness of how our college looks. Informed by what our data is. Area where we have gaps and where we need to make improvements, there needs to be a sense of where we are as an institution. Who will be attending this data summit? What do faculty, staff and so on need or asking for? Give the information to the IR and then have him put everything into a dashboard. Come out with "what are you going to do with the information." Table tops to discuss the outcomes. Professional development committee can send out information to the faulty and see what types of data they would like to see at the data summit. Bring back to the information and have this ready to go at the data summit.</p> <p>Fast facts-break down by campus.</p> <p>Using data for: Improve Teaching</p> <p>Better understanding student population</p> <p>Equity gaps</p> <p>Classified staff: What useful data can we use a classified staff. College's performance and unit's performance. Student population.</p>		
5. Accrediation:	Corey	<p>Corey-Two major projects. Student success and achievement. Corey needs to identify these projects. IEC came up with an on-board building the IR office. Data generated will be good for the institution. OERs and guided pathways. Involved lots of people and has an impact per Corey. Tyson-On-line student union for all the sites and create unity. Nikki-Prison Population. Christine-Addressing the part time student population. 82% part time student, anybody below 12 units. Corey-IR is very important for the college to be successful and then Corey thought Guided Pathways. So, possibly discuss the retention of the students. Julie-Narrow Equity</p>		

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		gaps? Corey-Accessibility training and work through the operational and the instructional functions of the college. IR can be a component of many of these strategies.		
6. CCSSE Presentation:	Ryan	Ryan/Presentation. What does CCSSE information do for us? Do we continue with CCSSE or create our own? More discussion on this topic to follow.		
7. Inquiry Group-Instructional	Heather	Not Discussed		
8. Other?	All	Not Discussed		
9. Adjourned	Heather	At 2:30Pm Next Meeting 02/14/2018		

Open/ Closed

Title Heather Ostash
Person in charge of meeting

Recorder Katie Bachman
Person responsible for recording meeting

Student Success & Support Council Meeting Minutes

April 25, 2018

EW207 Admin Conference Room

12:30 – 2:30 PM

MINUTES

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Absent: Pedro Santiago and Sawyer Chrisman

Guests:

Materials: Cerro Coso Community College-Guided Pathways and Part H Quality Focus Essay

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Opening of Meeting	Heather			
2. Approval of Agenda	All	Approved.		
3. Approval of Minutes and Review of Previous Action Items	All	04_04_08 Minutes: Approved		
4. Quality Focus Essay:	Corey	<p>Any updates or suggestions to the essay.</p> <p style="padding-left: 40px;">a. Major vs, Meta major-Error, changes to area of interest.</p> <p style="padding-left: 40px;">b. conversion Rate.</p> <p>Strategic Plan: Ryan: Discussion See attached. 5 Goals. Project for the next few years. Last year of data will be 2019 and 2020. Focusing on many items that we are already doing some on.</p>		

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5. Guided Pathways:	Heather	<p>a. LFM: Involved in a leadership focuses on guided pathways. We are ahead if many others schools and we are involved in several actions items with a coach. Focusing and creating a handbook, guide for the cross-functional inquiry teams. Logic model-concept map for the cross-functional inquiry. Heather advised we need to have a process moving forward, Develop the frame work and model. What items to consider, selection of team members, pay and charge of each member. Diversification based on roles of people on the group.</p> <p>b. Work Plan-working more in May. When we can test run things after we develop the plan. More time to work on the inquiry and early. Early August- SSSP retreat. Willing to work together, mid-August. Whole day and possibly off site.</p> <p>Action Item-Heather will think about it more.</p>		
6. Professional Development: a. Flex Day b. Data Summit c. Strethening student success	Heather	<p>a. Flex day-Sharlene: Time for student services. Update: Academic senate/faculty flex committee. Have met: Ideas-Faculty would like to increase their role in planning in flex day. Planning before the spring semester ends. Mini conference day-Call for presenters. Discussion on possibly changing Flex day-Thursday Friday to Friday Saturday. Just faculty driven or incorporate all of the college. 16th and 17th of August.</p> <p>b. Data Summit: Postponed to next meeting.</p> <p>c. Strengthening Student Success-No one is going this year, Accreditation week, October 4th. All hands on deck.</p>		
7. Student Expereince Survey:	Heather	Has gone out-Ryan has revised it. Trying to get student support. Communicate to the students to take the survey. Over 50 responses so far.		
8. Other	All	<p>Rebecca announced Cerro Coso Community College is a now a part of OEI. So we get lots of free things, like Cranium café.</p> <p>Corey/Online College-Heath career coding will be a new course. This is course was going through CIC for a new course here at the college. Most likely hurt our college.</p> <p>Heather request Sharlene to attend the next counseling meeting discussing the</p>		

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		textbooks options available. OER Options discussion.		
9. Adjourned	Heather	@ 2:30. Next meeting on May 2, 2018 At 12:30		

O Open/**C** Closed

Title Heather Ostash
Person in charge of meeting

Recorder Katie Bachman
Person responsible for recording meeting