



Student Success & Support Council Meeting Minutes
 October 2, 2013
 MB350A
 1:30 – 3:30 PM

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, Lisa Darty, Laura Vasquez, Kathy Salisbury, Christine Swiridoff, Sarah King, Cliff Davis, Paula Suarez, Pamela Godfrey, Jennifer San Nicolas, Kristen Hanle, Caroline Sanders, Deanna Campbell, Corey Marvin, Steve Rogers, Julie Cornett

Absent: Lisa Stephens

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Opening of Meeting	Heather Ostash	Meeting called to order at 1:30PM.		
2. Approval of Agenda	All	The agenda was approved as presented.		
3. Approval of Minutes & Previous Action Items		This the first meeting of the Student Success & Support Council, so there were no minutes or previous Action Items to review/approve.		
4. Overview <ul style="list-style-type: none"> • Council's Charge • Council's Purpose 	Heather Ostash	<p>Heather addressed Council members regarding the background associated with the creation, purpose, and charge of this Council and provided an overview of what will be role of the Council. She explained that this Council is, in part, a combination of what was previously the Matriculation and Basic Skills Committees and the group that is involved in the Achieving the Dream effort this year (the Data and Leadership Team members). Topics that were discussed included the charge of the committee, how we will move forward, what needs to be accomplished this year, how the meetings will be scheduled (dates and times), and the structure of the committee to ensure we have the right representation.</p> <p>Heather also provided an overview of and some historical background information on Matriculation: what Matriculation services are provided, how the services are provided, the importance of matriculation and how it affects student success and learning outcomes, how funding was calculated and allocated, and how that funding/allocation process has changed is continuing to change, etc. With the research that was done, the changes that have resulted, and the recent legislative mandates, funding is now tied almost exclusively to assessment, orientation, counseling, and the</p>		

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		<p>student educational planning process. There will be a 2-year phase in during which time, our funding will be based how many and how effectively we move students through the Matriculation process. We need to develop processes that engage students more effectively and encourage them to complete the entire process. If we don't get better at that, our funding will be severely reduced.</p> <p>Laura Vasquez spoke regarding the Basic Skills Program Committee, its purpose, and some of the data points that the group wants to capture. She explained that at their last meeting, members of the Basic Skills Committee have been tasked to bring back three to five data points that can be specifically targeted and measured year after year. Corey provided more details regarding measurable data points and how the information gathered can be used effectively. At the next Basic Skills meeting, the list of suggested data points will be shared and discussed, at which time the list will be narrowed down to a manageable number of relative data points, for which information will be gathered, documented, and reviewed.</p>		
5. Committee Representation		<p>Heather explained how the current Council members were identified. Council members were asked to identify any areas that appear to have gaps in representation. There will be two student representatives added once they are identified. Felipe Payan, from Distance Education, will also be invited to join the Council. Other members may be added to the Council when a need becomes evident. Suggestions included :</p> <ul style="list-style-type: none"> • Two faculty from other sites • Another CTE member • A representative from the Science Department • A representative from the Learning Assistance Center <p>ACTION ITEMS:</p> <ul style="list-style-type: none"> • Kathy Salisbury will add Felipe Payan to the Student Success & Support Council membership and Distribution lists. • Heather will revise the membership list and bring it back to the group for further discussion. 		
6. Documents Produced: <ul style="list-style-type: none"> • Student Success & Support Plan (State) • Student Equity Plan (State) 		<p>Heather provided information about the work of the committee and the areas that will be the focus of the committee. Some of the documents that will be informed by this committee (not developed by the committee) will be:</p> <ul style="list-style-type: none"> • <i>Student Success and Support Plan (State)</i>—this document replaces the previous Matriculation Plan. This plan will focus primarily on the college's intake processes. Legislation has established that these are the things we must do and all students must do them. It will outline how we will be implementing and complying with the Student Success legislation on this campus and at the sites, along with the funding model and how we'll comply with reporting MIS data so that we maximize the funding. • <i>Student Equity Plan</i>—Cerro Coso's Student Equity Plan was last revised in 2005, the last year 		

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<ul style="list-style-type: none"> • Basic Skills Plan (State) • Student Success & Support Plan (Local) • Achieving the Dream Plans and Reports 		<p>the State required it. Prior to 2005, the plan was required to be updated annually but that requirement was eliminated due to the severe budget crunch at the time. There is a new Student Equity Plan model that goes hand-in-hand with the Student Success & Support Plan.</p> <ul style="list-style-type: none"> • <i>Basic Skills Plan</i>—the Basic Skills Plan is due on October 10, 2013 and Laura confirmed that the plan is ready to go. In the future, this group will have conversations because a number of the things we’re talking about have funding associated with them. There are lots of ways we can maximize the way we use those dollars by coordinating and collaborating within the various programs. • <i>Local Student Success & Support Plan</i>—this plan is required by the State, and it will become a part of our annual planning cycle in terms of setting goals and priorities for student achievement and capturing what individual units are doing to contribute to those goals and priorities. The local plan will be broader than the State plan and will focus on instructional strategies and will also capture intake strategies. It will reflect what we are doing all over the institution to improve student achievement. There will be overlap between our local Student Success & Support Plan and the State Student Success & Support Plan. This committee will have additional discussions on this topic as we move forward. • <i>Achieving the Dream Plans and Reports</i>—all of these things go hand-in-hand and they will all go in the same direction and be coordinated. We will be developing an Achieving the Dream Plan and throughout the process, we will be required to provide reports on our progress. We won’t be doing anything only in and of itself because it’s Achieving the Dream. 		
7. Meeting Schedule	All	<p>Council members discussed the best time for holding future meetings. It was decided that we will meet from 12:30 – 2:30PM on the 2nd and 4th Wednesday of each month.</p> <p>ACTION ITEMS:</p> <ul style="list-style-type: none"> • Kathy Salisbury will make room reservations and send Outlook invitations to all Council members for future meeting dates. • Kathy will set up CCC Confer for each meeting in case someone is unable to attend in person. 		
8. Other				
9. Adjourned		The meeting was adjourned at 2:25 PM.		

O Open/C Closed

Title Heather Ostash
Person in charge of meeting

Recorder Kathy Salisbury
Person responsible for recording meeting