



Student Success & Support Council Meeting Minutes
 October 30, 2013
 MB350A
 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, Steve Rogers, Laura Vasquez, Cliff Davis, Corey Marvin, Pam Godfrey, Christine Swiridoff, Sarah King, Lisa Darty, Julie Cornett, Kristin Hanle, Deanna Campbell, Caroline Sanderson, Lisa Stephens, Lauren Patridge, Kathy Salisbury

Absent: Felipe Payan, Paula Suarez, Lisa Fitzgerald

Handouts: Agenda, Institutional Initiatives form, Thoyote document, Pathway Components document

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Opening of Meeting	Heather Ostash	Meeting called to order at 12:35PM.		
2. Approval of Agenda	All	The agenda was approved as presented.		
3. Approval of Minutes & Previous Action Items	All	<p>Minutes from the October 23rd meeting were not available; they will be presented for approval at the meeting scheduled for November 13th.</p> <p>Previous Action Items were reviewed and updated:</p> <ul style="list-style-type: none"> • Kathy will reserve vehicles for the trip to Porterville College on November 18th. • Heather will send out additional information regarding traveling to Porterville on Nov. 18th. • Kathy will reserve a room for the November 19th meeting. • Heather will follow up with Rosa at District about having “Focus Group Training” on the November 18th meeting agenda. • The Data Team members will meet and discuss the structuring of the inquiry 	X	X X X

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		<p>groups first and then the Team Leader will bring their recommendations back to this group.</p> <p>NOTE: <i>The Data Team is meeting on Wednesday, November 6th from 9:30 – 11:30AM.</i></p> <p>ACTION ITEMS:</p> <ul style="list-style-type: none"> • Kathy will send out Outlook invitations for the November 19th ATD meeting. • Heather and Kathy will work on travel details for the November 18th meeting at Porterville; additional information will be sent via email to everyone planning to attend. Will need to leave Ridgecrest by 5:30AM. 	X	
4. Student Success Plan	Heather Ostash	<p>Two handouts provided. Heather explained to the group that Cerro Coso has a Student Success Plan, but that it is quite lengthy and doesn't really fit in or connect with our institutional planning processes. There was very little faculty input and not much has been done with the plan since its completion several years ago. Everything we have going on is, in some way, meant to tie into improving student engagement and student achievement.</p> <p>In creating an updated plan, the idea is to try and reframe the document so that it reflects how the students experience our processes and the points at which they have interaction with staff, faculty, and the institution rather than focusing on the things we do. Council members were provided a sample chart to be used for developing Institutional Initiatives pertaining to improving the student experience. Council members reviewed, discussed, and made suggestions pertaining to the chart. It is based loosely on the Completion by Design concept and the Pathways to Student Success by Terry O'Banion (the "footprint" document). The chart is designed to reflect institutional initiatives, strategies, and outcome measures. What are some of the sources of data? What are some of the measures that we are already capturing that would fit into each area on the chart? The chart is not complete by any means, but some areas have been partially filled in to give an idea of what some of those things might look like. Input from Council members was requested: does this make sense? Does this seem like a good way to capture what will ultimately be a cyclical process of capturing what those strategies are?</p> <p>The institutional initiative piece would then be the report informing the areas the strategies that should touched on in the next year or best practices associated with what faculty might want to consider in terms of strategies for the following year. This document would replace the current Student Success Plan. Heather went on to explain what the document is expected to look like when completed and how it will align with the AUP sections that specifically ask, "what are your unit's success strategies" and then lining them up and figuring out where they fit in along this continuum. This would then represent the</p>		

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		<p>specific strategies in each one of these sections that units are doing to improve student achievement. Council members asked questions and Heather clarified that improving student success will be an enduring focus; the pathway the student follows through the institution won't change in itself, but how we do things could change. It would still be a matter of improving our processes, our practices, and our support of students to move them through that pathway. Looking at the process as a pathway and highlighting the touch points, the milestones, and the momentum points for the students through the institution will be an enduring way of looking at success rates, engagement, and levels of improvement. Basically, we will be mapping out the students experience based on what we are doing, identifying gaps and areas that need improvement, and then inserting strategies culled from the various AUPs for closing those gaps to improve the student experience and increase student engagement in all programs.</p> <p>The group devoted a good amount of time discussing the template, what it should look like for each area, what information it should contain, etc. Input from Council members included:</p> <ul style="list-style-type: none"> • More straight forward language • Map strategic measures with Unit Plan measures for specific strategies • Drill down to specific strategies for each measure; Unit level strategies. • Concern that plan will be collapsed to make it more manageable but to the point that it is not very navigable. • Perhaps have a 2-page summary followed by a section of the plan that would focus would contain more detail about each one of the intake strategies. • Some element that would make this an interactive process such as a web version with links that would go directly to the strategies. • Make the top tier pictorial. • Define each of the areas reflected on the Initiative document and map out each area in terms of processes, measures associated with each area, and why it's important. <p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Heather will define practices, procedures, and map out what is meant for each area of the Institutional Initiatives template and share that info with Council members. 		
5. Strategic Plan Measures--Thoyote	Heather Ostash	Handout provided. Council members reviewed and discussed the Thoyote document; a list of our Strategic Goals and strategies associated with each goal. During the discussion suggestions for additional information relevant to each Strategic Goal were made:		

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		<p><u>STRATEGIC GOAL #1:</u></p> <ul style="list-style-type: none"> • % of students who complete all matriculation components • % of students who place in remedial level courses; placement percentages • Sub-measures for each measure • # of students in tutoring • # of students targeted for Early Alert interventions • # of students engaged in the library and its functions/activities <p><u>STRATEGIC GOAL #2:</u></p> <ul style="list-style-type: none"> • What is the true objective we're trying to achieve? • What is the students learning environment like? • What is in place in the online environment that engages students? • What are Best Practices for promoting student engagement? <p><u>STRATEGIC GOAL #3:</u></p> <ul style="list-style-type: none"> • What is the measure for 3.1? • # of advisory meetings held? • High school enrollment yield? • Participation rate, using disaggregated data? • # of concurrently enrolled students • % of dual enrollments • % of students participating in work placement/internship opportunities <p><u>STRATEGIC GOAL #4:</u></p> <ul style="list-style-type: none"> • District provided professional development vs. outside presenter(s) • % of faculty meeting Flex obligations • Generic rating system • # understanding the planning processes <p><u>STRATEGIC GOAL #5:</u> No suggestions made for this Goal.</p>		
6. Adjournment	Heather Ostash	The meeting was adjourned at 2:30PM. The next meeting date is Wednesday, November 13, 2013.		

Open/ Closed

Title Heather Ostash
Person in charge of meeting

Recorder Kathy Salisbury
Person responsible for recording meeting