



Student Success & Support Council Meeting Minutes
 November 13, 2013
 LRC604
 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, Lisa Darty, Kristin Hanle, Caroline Sanderson, Lisa Stephens, Kathy Salisbury, Julie Cornett, Lisa Fitzgerald

Absent: Felipe Payan, Paula Suarez, Sarah King, Deanna Campbell, Lauren Patridge

Handouts: Agenda, draft minutes from Oct. 23rd and Oct. 30th meetings, First Generation College Students: Spring 2012 Student Experience Survey Brief #1, Student Experience Survey summary, Cerro Coso Community College Workforce Analysis, and Fall 2013 List of Faculty Chair, Directors, Faculty, and Managers.

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Opening of Meeting		Meeting called to order at 12:40 PM.		
2. Approval of Agenda		The agenda was approved as presented.		

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<p>3. Approval of Minutes & Previous Action Items</p>		<p>Minutes from the October 23rd and Oct. 30th meetings were provided and approved as submitted.</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 November 18th. • Kathy will reserve a room for the November 19th meeting. • Heather will follow up with Rosa at District about having “Focus Group Training” added to the November 18th meeting agenda. • Data Team members will meet and discuss the structuring of the inquiry groups first and then the Team Leader will bring their recommendations back to this group. <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. NOTE: The ATD meeting scheduled for November 19th is cancelled. • 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. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>
<p>4. Qualitative Data</p> <ul style="list-style-type: none"> • CCSSE • Student Experience Survey 	<p>Heather Ostash</p>	<p>Handouts were provided. Council members spent time reviewing and discussing the qualitative data reflected in the First Generation College Students: Spring 2012 Student Experience Survey Brief #1, the Student Experience Survey summary, and the CCCC Workforce Analysis. Heather explained that we have collected a substantial amount of qualitative data. The next step is to look at gathering the quantitative data so we can use it to inform what the why of the qualitative data might be and then put all the information together so we can have the conversations about what we might do about the gaps that are identified. The Data Team will be looking at all of this data more closely over the next several weeks. More information will be communicated out as it becomes available.</p>		

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5. Faculty Inquiry Groups and Student Focus Groups		<p>Handouts were provided. Council members discussed ideas related to conducting faculty inquiry groups: group makeup, timeline, sites, what data will be collected, and how it will be collected (written, verbal, etc.).</p> <p>Council members were informed that at the November 18th meeting at Porterville College, there will be handouts provided and more information and training provided pertaining to conducting focus groups. John Evan will be doing a presentation regarding what other colleges have done. The plan is to get all Council members trained on conducting focus groups for faculty and students. Mike Carley will be asked to provide training at Cerro Coso on how to effectively conduct the focus groups.</p> <p>Council members discussed some of the logistics and made suggestions for the following guidelines pertaining to conducting the focus and inquiry groups:</p> <ul style="list-style-type: none"> • There should be two Council members conducting the focus groups; one person to conduct the meeting and the other recording it. Faculty from IWV will travel to the sites to conduct the faculty inquiry groups because they will be conducted by faculty ONLY. The faculty inquire groups will be conducted during the second and third weeks of the spring semester 2014. • Faculty will not be involved in conducting the student focus groups because we have such small campuses and the likelihood of students having had interactions with the faculty member could influence how the students respond. • All full-time faculty in cross-discipline groups at IWV campus; 5-8 people per group. • All adjunct and full-time faculty in the same group; one inquiry group to be conducted at KRV and one at South Kern. • All adjunct and full-time faculty at Bishop and Mammoth with at least three separate inquiry groups: 7-8 people per group. • Student focus groups should be no more than 8-10 students per group. • At some point, we will need to discuss conducting classified staff inquiry groups as well. The SS&SP Council decided it did not make sense to do mixed faculty/classified inquiry groups because the classified perspective would be quite different from that of the faculty in terms of the way each group works with students. <p>ACTION ITEMS:</p> <ul style="list-style-type: none"> • Heather will work with Mike Carley on setting dates for training on how to 		

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		conduct focus groups. <ul style="list-style-type: none"> • Heather will contact Mike regarding his opinion regarding how many people should be in each faculty inquiry group. • The Data Team will meet, on November 20th, to discuss and identify what data we want to collect and themes for the focus/inquiry groups and then bring that information back to this group. • Lisa Fitzgerald will attend the November 20th Data Team meeting at IWV. • Heather will talk with Mike and Ron regarding the best methods for collecting data during the focus/inquiry groups. • Heather will talk with Mike and Ron about who should conduct the student focus groups. 		X X X X X X
6. Adjournment	Heather	The meeting was adjourned at 2:15 PM. The next meeting date is scheduled for November 27 th beginning at 12:30PM in MB350A.		

O Open/C Closed

Title Heather Ostash
 Person in charge of meeting

Recorder Kathy Salisbury
 Person responsible for recording meeting