



Student Success & Support Council Meeting Minutes
 December 11, 2013
 MB350A
 12:30 – 5:00 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: Caroline Sanderson, Christine Swiridoff, Clifford Davis, Corey Marvin, Deanna Campbell, Heather Ostash, Jennifer San Nicolas, Julie Cornett, Kathy Salisbury, Laura Vasquez, Lisa Darty, Lisa Fitzgerald, Pam Godfrey, Paula Suarez, Sarah King, Steve Rogers

Absent: Felipe Payan, Kristin Hanle, Lauren Patridge, Lisa Stephens

Guest: Michael Carley, Jill Board

Handouts: Agenda, ATD Data Team Summary from 11/20/2013 meeting

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Opening of Meeting	Heather Ostash	Meeting called to order at 12:00 PM.		
2. Approval of Agenda	All	The agenda was approved as presented.		
3. Review and Discussion <ul style="list-style-type: none"> • Summary of data • Recommendations for next steps 	All	Handout provided. Council members spent the first hour of today's meeting discussing the Data Team Summary information. Members asked questions and made additional recommendations related to the information contained in the Summary. More specifically: <u>Element 1 (English):</u> <ul style="list-style-type: none"> • Service patterns—English and Math courses scheduled during the same time/day creates a schedule conflict for some students who need a class in each discipline within the same semester. • Identify ways to support online Basic Skills 		

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		<ul style="list-style-type: none"> • Possibly “force” students to enroll in English and Math courses during 1st semester • Limit student options for things like registration times, online Basic Skills courses, etc. • Full-time/part-time students broken out by age group • Data pertaining to “more success on line” needs to be reviewed more in-depth <p>Clear patterns and gaps are becoming more visible as the data is reviewed and discussed. Now the questions become, what are the right approaches to take; what are our strategies for the next semester? It was also suggested that the Faculty Focus Groups can be used to not only obtain additional information, but to secure buy-in for strategies that may be implemented. Will need to provide a clear outline of expectations for faculty involvement in the interventions strategies.</p> <p>Council members also discussed the approach for conducting Student Focus Groups and how to get the students to attend and participate in the Focus Groups. Questions were asked and discussed. Suggestions were made:</p> <ul style="list-style-type: none"> • One group for successful students to ask why they think they were successful • One group for less successful students to ask what they think prevented them from being more successful. <p>At 2:00PM, the group began a training session with Michael Carley and Lisa Fitzgerald on how to effectively conduct Focus Groups.</p>		
4. Focus Group Training	Michael Carley & Lisa Fitzgerald	<p>Michael Carley and Lisa Fitzgerald attended today’s meeting to provide training on actually conducting Focus Groups. They provided handouts including and agenda, Focus Group Task List, sample of a Consent form, and an interview guide. As a part of the training, a mock Focus Group was conducted, with several “plants” identified to act the part of “expert”, “shy person”, “rambler”, etc. This was so we could learn how to deal with unexpected and sometimes controversial input from attendees. Some of the suggestions for conducting a Focus Group included:</p> <ul style="list-style-type: none"> • Groups normally scheduled for 1 ½ to 2 hour period • Keep participants at age 18 or older: no children. • Collect data via audio recording • Have a notetaker to assist the moderator at each Group • Transcribe notes/audio as quickly as possible while information is fresh. • Begin each Focus Group with a “round robin” type question to get everyone talking. • Usually a 2 – 3 page written summary for each Focus Group. 		

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		<ul style="list-style-type: none"> • Typical size is 8 – 10 participants per Group. • Do a pilot group; could result in changing the questions a bit. • Avoid Yes/No questions. • Ask a closing question that requires specific input and solicit responses. • Purpose of the Focus Group is back-and-forth discussion between the participants. • Establish “ground rules” at the very beginning of the group to ensure mutual respect for one another’s points of view. • Confirm that everything said is confidential and not to be discussed outside the Group meeting. • Use round tables instead of square/rectangular to avoid sense of perceived alliances. <p>Once the mock Group was completed, the rest of the Council members critiqued the session offering advice about what went well and what we could do to improve the process.</p>		
5. Adjournment	Heather	The meeting was adjourned at 5:00 PM.		

○ Open/C Closed

Title Heather Ostash
 Person in charge of meeting

Recorder Kathy Salisbury
 Person responsible for recording meeting