



Student Success & Support Council Meeting Minutes

January 29, 2014

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, Jennifer San Nicolas, Laura Vasquez, Cliff Davis, Christine Swiridoff, Corey Marvin, Paula Suarez, Pam Godfrey, Lisa Darty, Sarah King, Deanna Campbell, Kathy Salisbury, Lisa Fitzgerald, Julie Cornett

Absent: Caroline Sanderson, Kristin Hanle, Lauren Patridge, Lisa Stephens

Guest: Karee Hamilton

Handouts: Agenda, meeting minutes from Dec. 11, 2013, Faculty Inquiry Groups: ATD email, Faculty and Student Discussion Groups email

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Opening of Meeting	Heather Ostash	Meeting called to order at 12:30 PM.		
2. Approval of Agenda	All	The agenda was approved as presented.		
3. Approval of Minutes		The minutes from December 11, 2013 meeting were presented, reviewed, and approved with no changes. The minutes from the October 23 <sup>rd</sup> , Oct. 30 <sup>th</sup> , and Nov. 13 <sup>th</sup> meetings were posted to the Group site where they were reviewed by Council members. Minutes for those dates were also approved as presented.		
4. Faculty Inquiry Groups		Data Team Leader, Julie Cornett informed Council members that she tentatively plans on conducting the first of the Inquiry Groups during the week of March 10 <sup>th</sup> . She also		

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
Faculty Inquiry Groups (cont.)		<p>requested volunteer moderators and recorders to assist with conducting the Faculty Inquiry Groups. Steve Rogers and Cliff Davis volunteered to assist with the sessions at the KRV campus. Julie and Sarah King volunteered to record the sessions at the IWV campus. Council members then spent time discussing specific details on conducting the Groups. It was decided that each Group should have two people facilitating and one person to serve as the recorder.</p> <p>Deanna and Julie will conduct the Groups at ESCC. Julie will work with Deanna and Caroline Sanderson to determine the best dates/times to conduct the Groups.</p> <p>It was suggested that for IWV, we conduct the Inquiry Groups over a period of two days with two sessions each day; one in the morning and one in the afternoon. It was also suggested that we do at least one evening session in order to capture input from adjunct faculty members, for a total of five (5) Groups at the IWV campus.</p> <p>Heather explained that we are not at the point for drilling into anything specific in terms of a faculty focus group, but we really need to have discussions and start eliciting information that would suggest specifics to focus in on a little further down the road. For now, we need to hear from faculty about what they do, what they do effectively, and what is working with the students in the classroom. It is very important that we hear from faculty if there are barriers, a lack of resources, or something else lacking overall. Council members also reviewed information contained in an email from Julie that included suggestions for questions to be asked during the Inquiry Group sessions. Council members suggested that Questions #2 and #3 be combined into one and that the last question listed be re-phrased. The goal is to elicit positive responses about what faculty is doing, what's working, and what isn't working so well; what would they like to see and how can we better support them in their efforts inside the classrooms?</p> <p>Julie informed Council members that the Data Team is scheduled to meet again next Wednesday, February 5<sup>th</sup>. Julie said they will start brain-storming the questions to be used at the Focus Group sessions and expressed her gratitude for today's input. They will finalize the list of questions and have them pushed back out to the Council within a week or so.</p> <p><b>ACTION ITEMS:</b></p> <ul style="list-style-type: none"> <li>• Julie will send Heather an updated schedule of the dates and times for the Inquiry Group sessions, along with the names of the facilitators for each session and the finalized list of questions to be used at the Inquiry Groups.</li> <li>• Heather will review the schedule and send it out to everyone.</li> <li>• Julie will contact Deanna Campbell and Caroline Sanderson about scheduling the Inquiry Groups at ESCC sites.</li> </ul>		

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
5. Campaign for Increasing Matriculated Students	Paula Suarez & Karee Hamilton	<p>Council members were reminded that legislation now requires an increased level of matriculation numbers. Counseling has already been working on developing a campaign for increasing the number of fully matriculated students and creating an overall culture at the college where everyone is familiar with the process; everyone knows what students should be doing and is comfortable referring students to those matriculation processes. The Counseling Department is requesting faculty input and assistance with this endeavor. Karee Hamilton joined the meeting to discuss some of the planned events and to respond to questions. Counseling needs input from this group about what’s missing, what would be useful from the faculty’s perspective, how we start creating a culture in which everyone is supportive of the process, etc.</p> <p>Handouts highlighting some of the outreach activities that Counseling has already planned to do were provided:</p> <ul style="list-style-type: none"> <li>• Open House event on April 5th</li> <li>• Priority Registration</li> <li>• Transfer workshops and field trips</li> <li>• High school, elementary, and middle school outreach events</li> <li>• Collaborative counseling meetings</li> </ul> <p>Faculty members are especially encouraged to participate in the Open House event by having information available and possibly doing a presentation or demonstration related to their respective programs.</p> <p>Faculty participation is also strongly encouraged for the “I’m Going to College” event for the local area fifth graders; this event is scheduled over two days this semester: February 12<sup>th</sup> and 13<sup>th</sup>. Karee, Pam, and Paula went over the list of proposed events, providing additional information as questions were asked. More detailed information for each event will be communicated out once the event dates are finalized.</p> <p>A suggestion was made to have a link for all matriculation materials available on the Cerro Coso homepage so it is easily accessible for the students to review. Council members discussed ways to legally prevent online students from being able to avoid the matriculation process and requirements. They also discussed ways to remind onsite students when they are missing specific matriculation components. A question was posed to Lisa Fitzgerald about whether or not an ODS report exists that would provide a list of students who are missing matriculation components. Lisa was unsure but stated that she thought Mike Regpala, from District, had been working on some sort of process that would identify the specific students, but she doesn’t believe there has been anything created in ODS. Such a report would be critical in assisting us in</p>		

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C								
		<p>being more proactive about funneling the students through the required matriculation components.</p> <p><b>ACTION ITEM:</b></p> <ul style="list-style-type: none"> <li>• Lisa Fitzgerald is going to follow up on the question pertaining to a process or ODS report that would be helpful in identifying students who are missing matriculation components.</li> </ul>										
6. Course Contact Survey		<p>As another way of reaching out to and engaging students is going to be through the administration of a Course Contact Survey. All faculty members will be tasked with conducting this survey to all students during the first day of classes. In addition to gathering important information, the survey would also provide a very structured activity for the first day of all classes. All departments/disciplines would be included in order to solicit information pertinent to their specific areas. The survey would ask the students questions about themselves and get them engaged in the survey process. Other questions would also be asked, such as, "What are some of the barriers or challenges you have incurred; do you need additional information, etc.?" Council members made suggestions for additional questions that could provide us with more information specific to the student completing the survey. Online students would receive and complete the survey electronically.</p>										
7. Future Meeting Dates/Times		<p>After a very brief discussion, Council members decided to keep the established meeting schedule for the spring semester as it currently stands:</p> <table border="0" data-bbox="779 1031 1480 1170"> <tr> <td><del>January 29, 2014</del></td> <td>April 30, 2014</td> </tr> <tr> <td>February 12, 2014</td> <td>May 7, 2014</td> </tr> <tr> <td>March 5, 2014</td> <td>May 14, 2014</td> </tr> <tr> <td>April 23, 2014</td> <td></td> </tr> </table>	<del>January 29, 2014</del>	April 30, 2014	February 12, 2014	May 7, 2014	March 5, 2014	May 14, 2014	April 23, 2014			
<del>January 29, 2014</del>	April 30, 2014											
February 12, 2014	May 7, 2014											
March 5, 2014	May 14, 2014											
April 23, 2014												
8. Adjournment		The meeting was adjourned at 1:44PM.										

Open/ Closed

Title Heather Ostash  
Person in charge of meeting

Recorder Kathy Salisbury  
Person responsible for recording meeting