



Student Success & Support Council Meeting Minutes
 February 12, 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, , Laura Vasquez, Cliff Davis, Julie Cornett, Pam Godfrey, Paula Suarez, Lisa Darty, Sarah King, Steve Rogers, Lauren Patridge, Caroline Sanderson, Kristin Hanle, Lisa Stephens, Deanna Campbell, Kathy Salisbury, Corey Marvin, Christine Swiridoff, Jennifer San Nicolas

Absent: Lisa Fitzgerald

Handouts: Agenda, SS&SP meeting minutes from Jan. 29th meeting, Faculty Inquiry Group (FIG) Planning document, ATD Data Team meeting summary, Janet Fulks email re: BC Data Summit, ATD Conference agenda

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		<p>The minutes from January 29, 2014 meeting were presented, reviewed, and approved with no changes.</p> <p>Previous Action Items:</p> <ul style="list-style-type: none"> • 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. • Heather will review the schedule and send it out to everyone. • Julie will contact Deanna Campbell and Caroline Sanderson about scheduling 		<p>X</p> <p>X</p>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		<p>the Inquiry Groups at ESCC sites.</p> <ul style="list-style-type: none"> • 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. 	X	X
4. Faculty Inquiry Groups (FIG) Final Details		<p>A handout was provided by Julie Cornett, outlining the proposed meeting dates and times for conducting the Faculty Inquiry Groups for the IWV campus, Eastern Sierra, and Kern River Valley sites. Julie asked for a volunteer to help facilitate the evening session at IWV campus, scheduled for 6:00 – 7:30PM; Lisa Darty volunteered to co-facilitate the session with Pam Godfrey. Julie informed the group that she is working with Sylvia Sotomayor in creating an online sign-up form for the meetings. The sign-up form would automatically close once ten (10) people have signed up for a particular meeting date/time. The dates and times for conducting FIG meetings were identified:</p> <p><u>INDIAN WELLS VALLEY CAMPUS:</u> Tuesday, March 11, 2014</p> <ul style="list-style-type: none"> • 10:00 – 11:30 AM/facilitated by Julie Cornett and Sarah King • 2:00 – 3:30 PM/facilitated by Julie Cornett and Sarah King • 6:00 – 7:30 PM/facilitated by Pam Godfrey and Lisa Darty <p>Wednesday, March 13, 2014</p> <ul style="list-style-type: none"> • 10:00 – 11:30 AM/facilitated by Laura Vasquez and Sarah King • 2:00 – 3:30 PM/facilitated by Julie Cornett and Sarah King <p><u>EASTERN SIERRA SITE:</u> Thursday, March 13, 2014</p> <ul style="list-style-type: none"> • 1:00 – 3:00 PM/facilitated by Julie Cornett and Dennis Jensen • 4:00 – 6:00 PM/facilitated by Julie Cornett and Christine Abbott <p><u>KERN RIVER VALLEY SITE:</u> Thursday, March 13, 2014</p> <ul style="list-style-type: none"> • 4:00 – 6:00 PM/facilitated by Steve Rogers and Cliff Davis <p>Council members then discussed additional logistics: who will record, will the meetings be recorded, what equipment will be needed, etc. It was pointed out that using a tape recorder to record the meetings could negatively affect how people respond to the questions. How the meetings are recorded must be consistent for each FIG that is conducted; it was suggested that a recording template be created to be used at each</p>		

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		<p>FIG. Council members also discussed the idea of conducting one CCC Confer ONLY Inquiry Group in order to gather input from faculty members that cannot attend a face-to-face FIG session; the idea of doing an online session was also discussed. Facilitators conducting the on-ground sessions requested a hard copy of the questions, a laptop, and a flash drive for each FIG session scheduled.</p> <p>The handout also included a list of proposed questions and provided the purpose of the meetings:</p> <p><u>PURPOSE:</u> To elicit discussions about Best Teaching and Learning Practices that foster active learning and student engagement.</p> <p><u>QUESTIONS:</u></p> <ol style="list-style-type: none"> 1) What does active participation/engagement mean for you in your class? 2) How do you create a sense of community in your class: What ideas do you have to promote active learning and student engagement? (follow up—outside the classroom?) 3) Data Point (CCSSE): <i>many of our student reported that they are not provided with opportunities to work in groups, do class presentations, tutor their peers, interact with instructors outside the class.</i> What are your thoughts/reactions to this data? 4) Data Point (CCSSEE): <i>many of our students reported they weren't familiar with or don't use many student services like tutoring, student groups, counseling services, the library, financial aid.</i> How can the college improve the connection between the classroom and these support services? 5) Data Point (ATD): <i>Students who complete all the matriculation components have significantly higher success and persistence rates overall.</i> Our college is getting ready to embark on a matriculation campaign. What would be your advice on how to make this campaign successful? <p><u>ACTION ITEMS:</u></p> <ul style="list-style-type: none"> • Kathy Salisbury will work with Julie Cornett to schedule rooms for the Inquiry Focus Group (FIG) meetings at IWV. • Julie will work with Caroline at ESCC and Lisa at KRV to schedule rooms for the FIG meetings at the sites. • Heather will contact Michael Carly to ask if he has a template or can suggest something else we could use for recording the FIG sessions. • Kathy and Heather will arrange for laptop and flash drive for each FIG session. 		

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5. Bakersfield Data Summit		<p>Copy of an email from Janet Fulks regarding an upcoming Data Summit being held at Bakersfield College on Friday, March 14, 2014 was provided. The key speaker will be Kurt Ewen, from Valencia College in Florida, and he will be addressing <i>Translating Data to Actionable Planning for Student Success</i>. There will also be four (4) 1-hour breakout sessions. The cost is \$50.00 per person, but President Board has already said we can find the money if anyone wants to attend. The meeting will begin at 8:00AM and breakfast will be provided; on your own for lunch. Any Council members wishing to attend should send an email response to Heather right away so Bakersfield College can be notified.</p>		
6. ATD Conference Agenda		<p>A handout of the printed Achieving The Dream Conference agenda was provided. The agenda outlines numerous sessions and speakers. Council members spent time reviewing the document and trying to identify which sessions would be most important to attend. The sessions identified include:</p> <ul style="list-style-type: none"> • Integrating Services for Student Financial Success: Key Steps on the Journey • Choice Points & Change Agents: Opportunities and Challenges in Engaging Personnel in Student Success • Conquering Composition Course Success • Sustaining Supplemental Instruction • The Impact of Culturally Responsive, Place-based Pedagogy on Student Success • Transforming Classrooms, Colleges, and Communities Through Active Cooperative Listening • Accelerating Developmental Students into Programs of Study: Making Headway in North Carolina • Redesigning Developmental Mathematics: Are We Finished Yet? • Redesigning Student Support Systems to Increase Engagement and Success • What Excellent Colleges Do: Lessons From the Field • A Window into Accelerated, Integrated Reading and Writing Courses • Approaches to Teaching in an Accelerated Classroom, Part I • Approaches to Teaching in an Accelerated Classroom, Part II • Student Success Scholastic Summit (SF): Moving Faculty, Staff, and Students Toward a Culture of Evidence • The Power of Execution: The Greatest Secret for a Successful Student Success Agenda • Welcome Week: Accelerating the First-Year Experience • Curriculum Redesign: Strategies for Engaging Students, Faculty, and 		

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		<p>Departments</p> <ul style="list-style-type: none"> • Productive Persistence: What It Is and How Faculty Can Increase It • Designing for Engagement: Understanding the Student Experience • Engaging Faculty in an Effort to Increase Student Participation in Supplemental Instruction • Productive Persistence: What It Is and How Faculty Can Increase It • Shortening the Math Pipeline for Student Success • The OTHER Curriculum: Student Success Strategies Directly Affecting Performance and Retention 		
7. First Day Survey		<p>Council members were informed about the plan to conduct a First Day Survey to students on the first day of classes and proceeded to discuss what type of questions should be used and how the questions would be asked: open-ended, multiple choice, or yes and no. Heather had a list of several proposed questions which she read to the Council members and sought their input. The survey would be divided into sections such as:</p> <ul style="list-style-type: none"> • Personal information questions • Institutional questions • Department-specific questions • Other <p>Council members were asked to send additional questions to Heather so she can put together a bank of questions for the survey. It was determined that it would be best not to ask open-ended questions, rather provide a list of options such as a list of all our majors, etc. that the students could simply check off. In discussing some of the other types of questions we could ask, it was decided that for some we may need to provide a list of resources such as tutoring, financial aid, etc.</p> <p>Heather explained that, initially, the survey would be conducted by the faculty members and they would have the opportunity to review the students' responses, followed by an opportunity for the department members to look at them as well to see if there are trends or patterns that could influence departmental strategies. Ultimately, the surveys would then come to the Administrative Offices to have it all aggregated data recorded and put together, at which time the information would then be pushed back out to the departments.</p> <p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Lisa Darty will send Heather a list of questions that she asks students in her classes 		

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		<ul style="list-style-type: none"> Heather will create an initial draft of proposed First Day Survey questions and bring it back to this group for review at the next meeting. 										
8. Other:		Nothing added to the agenda.										
9. Future Meeting Dates/Times		<p>Due to the ATD Conference date, it was necessary to cancel the March 5th meeting since many of the Council members will be out of town attending the conference. The group looked at alternate dates, but after a brief discussion, decided to keep the established meeting schedule for the spring semester as it currently stands:</p> <table> <tr> <td>January 29, 2014</td> <td>April 30, 2014</td> </tr> <tr> <td>February 12, 2014</td> <td>May 7, 2014</td> </tr> <tr> <td>March 5, 2014 CANCELLED</td> <td>May 14, 2014</td> </tr> <tr> <td>April 23, 2014</td> <td></td> </tr> </table> <p>ACTION ITEM:</p> <ul style="list-style-type: none"> Heather will look at the calendar and try to schedule another meeting prior to April 23rd. 	January 29, 2014	April 30, 2014	February 12, 2014	May 7, 2014	March 5, 2014 CANCELLED	May 14, 2014	April 23, 2014			
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February 12, 2014	May 7, 2014											
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10. Adjournment		The meeting was adjourned at 1:40PM.										

Open/ Closed

Title Heather Ostash
Person in charge of meeting

Recorder Kathy Salisbury
Person responsible for recording meeting