Student Success & Support Council Meeting Minutes
December 3, 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: Corey Marvin, Jennifer San Nicolas, Paula Suorez, Pam Godfrey, Laura Vasquez, Heather Ostash, Kathy Salisbury, Lisa Darty, Julie Cornett, Christine Swiridoff, Rebecca Pang, Steve Rogers, Lisa Stephens, Kristin Hanle, Caroline Sanderson, Deanna Campbell, Gary Enns, Lauren Patridge

Absent: Kristiana Olgilvie, Sarah King

Guests: None

Materials: Agenda, draft minutes for November 5th meeting, ATD Evaluation Intervention 1, ATD Evaluation Intervention 2, ATD Evaluation Intervention 3, ATD Evaluation, Goals and Activities, Priority Work Plans

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1) Opening of Meeting		Meeting called to order at 12:30 PM.		
2) Approval of Agenda		The agenda was approved as presented; no additional items added.		
3) Approval of Minutes and Review of Previous Action Items		Minutes from the Nov. 5th meeting were reviewed and approved as presented. All Action Items except one from the Nov. 8th meeting were completed. The incomplete Action Item is carried forward below.		

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		ACTION ITEM: • Heather will follow up with Ron Head, the ATD Data Coach, for clarification about the ATD reporting out piece and the process.		
4) Student Equity Plan		Heather informed Council members that she has sent out the new Student Equity Plan, but there were several attachments to the plan that were not included at that time. One of the attachments is all of the things that we already do in our effort toward student equity. The plan wasn't formatted in such a way and didn't request that information. It asked for current gaps and what we plan to do about them. The document that was shared contains all the equity data and a defining analysis of each of those sections. The plan must be submitted to District at least a month and a half before its due to the State in January so if there is anything that should be reflected but isn't or anything reflected inappropriately, there is still time to make changes. Council members were tasked with going through the plan and providing any additional input to Heather right away.		
5) ATD Interventions/Data Team Tools		Council members spent a good deal of time discussing this topic. Kathy is developing an electronic template in Excel to use for tracking and moving the identified interventions and action plans forward. The changes for the template that were identified during our last meeting have incorporated into the revised template; a copy of the revised template was provided. The ATD Lead and the Intervention Lead will need to work together on keeping that on track and moving it forward. Council members were informed that the Data Team has been developing specific tracking tools for measuring our progress on the interventions. Julie Cornett led a discussion regarding the creation of an evaluation template that all the Data Team members could use when they are meeting with their intervention groups. She explained that material provided by Ron, out ATD Data Coach, was used in terms of creating the baseline, a target, and identifying which data sources. The handouts that were provided included samples of the types of input that the team would want to start collecting. She suggested a need to get the intervention groups together to discuss what types of input we need to be collecting and assessing throughout the implementation of each intervention. It was agreed that two years out would		

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		be a pretty good timeline. They will be collecting Key Performance Indicators (KPI). The KPIs listed were all from the ATD data. Each intervention group will need to decide how we are going to determine the baseline. What is the target going to be? Are we going to use the data contained in Year 1 data reports as the baseline or run the reports again this year and start with another cohort? Heather clarified that our initial ATD data is our baseline. IR will have to do an annual update to that and will need to develop new data tools. Heather added that it is her understanding that the actual submission of the data to ATD has not happened and probably won't happen this year, although the Presidents have it on their agenda to talk about. We're not going to get the national benchmarking, at least initially, even though we were told that we would. Benchmarking beyond the Cerro Coso, at this point, is not available, but the local data will be run again and we will have access to that information for comparison purposes and benchmarking of the progress we are making internally. We will be reporting our progress to ATD. Heather further explained that there may be earlier benchmarking that we would do that's beyond the broad ATD data, but that would be up to the interventions groups to discuss. Julia commented that each intervention group may end up with several more indicators; the ones provided in the handouts by Julie were meant to just get the groups started in their discussions. She envisions that the intervention groups will get together with the Core and Data Teams and work through the work plan stuff and identify additional data indicators to be added to the evaluation plan. Julie met with Rebecca Pang yesterday to talk about the online assessment; this is being rolled out starting with spring 2015 semester, so really need to start talking about the assessment measures and what the inputs are going to be. In regard to Institutional set standards, it was suggested that, as much as possible, we should use things that we are already responsible for, already collecting, and targets that we've already set so that we aren't re-creating anything or having to come up with new processes so that we are looking at things from an institutional standpoint in a consistent manner. Ultimately, the goal is that all these things are intended to move the needle on the institution's set standards. Council members were asked for feedback. The group determined that we		

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		definitely need a Student Success website as a repository for important SS*SP files and planning materials. A suggestion was made to use Moodle because it allows for interaction and input by multiple people. All plans should be based on the most immediate data available. During discussion, the following suggestions were made: • Create an external Student Success website so there is a place where ATD plans, documents, and other materials can be housed for public access. • Create an internal Student Success website, possibly in Moodle, to be used as a repository for all ATD documents that are strictly for internal access only. • Concern was voiced regarding the fact that so many people will be working on some of these ATD documents and afraid pieces will be missed or left out. • Suggestion made that when the intervention groups get together, they should also discuss what measures are missing. What do we not currently collect? Do we need to discuss a mechanism for collecting information? As a reminder, the intervention team makeup previously identified is as follows: *Intervention #1/INTAKE:* • Intervention Lead = Paula Suorez • Data Team Members = Sarah King and Scott Cameron • Core Team Member = Christine Swiridoff *Intervention #2/ORIENTATION TO ONLINE:* • Intervention Lead = Rebecca Pang • Data Team Member = Julie Cornett • Core Team Member = Pam Godfrey *Intervention #3/BASIC SKILLS IMPROVEMENT:* • Intervention Lead = • SL = Gary Enns • LAC Coordinator = Corey Marvin • Labs—will emerge after English and math department meeting ACTION ITEMS: • Kathy will send out the revised electronic ATD Action Plans template to all Council members. The Excel workbook will have separate worksheets with		

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		tabs across the bottom for each of the interventions. • Heather will work with Sylvia Sotomayor on setting up Moodle for our internal ATD work and get everyone enrolled so they have access. • Heather will get some of the information posted externally: all ATD data, all Student Equity data, and some of the Unit Planning data that is relevant to the interventions being worked on.		
6) Professional Development Recommendations		A lot of the plans that we have putting into place (SS&SP, Student Equity, ATD, etc.) and having conversations about and the interventions that have been identified have a significant need for professional development. Heather wanted to have a conversation within this group about how we move that part forward. We have the Professional Development Committee, of which Julie Cornett is a member, but does this group want to make some recommendations for some professional development directions that we need to go or content that we need to request? How should this group and those plans be working with Professional Development in a broader context with the institution? Council members spent time reviewing the ATD Work Plan template, discussing the objectives and strategies that have already been identified for achieving those objectives, and made suggestions: • Re-evaluate the need for some printed materials, such as class schedules and other printed materials that we used to have before the drastic budget reductions took place. • Create some sort of short-term introduction for under-represented students who are re-entering the college environment (males, 40 and older, American Indians, AB86 students, etc.) in the form of an extended orientation, workshop, or something. • Have the data that is collected disaggregated by site so the sites can really focus their efforts on the populations that are significantly under-performing. Heather stated that she had just emailed Lisa Fitzgerald earlier today about where we are with that and what the process will be to get us to the point we need to be. If the data is to be meaningful as we move forward, we must have it disaggregated by site. • Apply for a waiver so we are able to become a Hispanic serving institution. Currently, we fail to meet that success indicator by 0.02% in the area of percentage of population receiving financial aid. We are currently looking		

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		at that because if we can meet that indicator, there is a whole series of Title V grants available that we could apply for. • Lobby to have the Native American or Hispanic serving institution rule be per site rather than per institution. Deanna stated that ESCC clearly meets the Native American serving institution requirements in Bishop and Hispanic serving institution requirements in Mammoth. It will be extremely challenging to lump everyone in together because the population varies so much from site to site. • Expand participation in the Hispanic Association of Colleges and Universities (HACU). Reno Mora attended the conference this year and has a student in mind to attend next year. Deanna stated that ESCC definitely has one faculty member and possibly one student who would like to attend next year as well. Heather said we could propose that as part of the budgeting process and it could be funded with Student Equity money. Membership is very expensive, so what are the benefits to our institution for being a member of this organization? • Implement Honors contracts. • Schedule field trips to university campuses that are within a couple hours of our service area. • Conduct workshops in the Learning Assistance Center(s) that focus specifically on transfer and career exploration. • Develop agreements with the East Coast schools. A lot of ski racers want to transfer to the East Coast because of their ski teams. • Increase articulation of Science courses and transfer rates in the area of Science. • Implement Lunch & Learn sessions at all sites, not just at ESCC. Sessions could even be video conferenced between the sites. • Create a culture related to Basic Skills of it being everyone's responsibility, not just the Basic Skills instructors. The implementation of the writing and math labs should, hopefully, help to create that sort of culture. Basic Skills staff are having a meeting next week to discuss implementation of the labs. We need to take this broader; what would you like to see your students do and what do you want them to know how to do? How can we best help these students? • Conduct faculty inquiry groups during the spring 2015 semester.		

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		The discussion ended with Heather stating that the key to all the things that have been discussed is going to be really robust, quality professional development for our faculty and staff. Lisa Fuller is Chair of the Professional Development Committee for next year, so we will need to work closely with her. **ACTION ITEMS:** • Heather will follow up with Lisa Fitzgerald to see where we are with Native serving and if that is something that could be a part of the same waiver or process that will be used to submit a waiver for Hispanic serving. • Council members will review the rest of the Goals and Activities reflected on the Work Plans on their own time and submit additional feedback to Heather via email. • Heather will pull everything from the various plans that have a professional development component and provide that information to Lisa Fuller and let her know that we have members from this SS&SP committee who would be willing to do presentations. The Professional Development committee could then have a conversation about how that gets implemented into the meeting agendas.		
7) ATD Meeting Schedule		The group briefly discussed an ATD meeting schedule for spring 2015. Several committee members had to leave the meeting early due to prior commitments, so discussion was very brief and no specific dates were identified. **ACTION ITEM:** • Heather will send out an email to committee members regarding meeting dates for the spring semester.		
8) Other?		There were no additions to the agenda for this meeting.		
9) Future Meeting Dates/Times		~~September 3, 2014~~ ~~November 5, 2014~~ ~~September 24, 2014~~ Cancelled ~~November 12, 2014~~ ~~October 8, 2014~~ ~~December 3, 2014~~ ~~October 22, 2014~~ Cancelled		
10) Adjournment		The meeting was adjourned at 2:30 PM.		

O Open/**C** Closed

Title _____Heather Ostash_____ Recorder _____Kathy Salisbury_____

      Person in charge of meeting   Person responsible for recording meeting