



Student Success & Support Council Meeting Minutes

February 11, 2015

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, Pam Godfrey, Sarah King, Julie Cornett, Laura Vasquez, Lisa Darty, Paula Suarez, Paula Caudill, Steve Rogers, Corey Marvin, Kathy Salisbury

Absent: Caroline Sanderson, Christine Swiridoff, Deanna Campbell, Gary Enns, Jennifer San Nicolas, Kristiana Ogilvie, Kristin Hanle, Lauren Patridge, Lisa Fitzgerald, Lisa Stephens, Rebecca Pang, Scott Camerson, Sylvia Sotomayor

Guests: None

Materials: Agenda, draft minutes for December 3, 2014 SSSP meeting, and ATD minutes from the February 4, 2014 meeting

| 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 Dec. 3 <sup>rd</sup> meeting were reviewed and approved with the following changes: <ul style="list-style-type: none"> <li>• Sarah King to be listed as absent</li> <li>• Correction of Core Team Member for Intervention #2</li> <li>• Added name of person identified as Intervention Lead for Intervention #3</li> <li>• Added name of person identified as Data Team member for Intervention #3.</li> </ul> |   |   |

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|                             |             | The minutes will be updated and re-posted to the Group site and on the Inside CC Governance tab.  |   |   |
| 4) ATD Interventions Update |             | <p>The group spent most of the meeting time discussing the three identified ATD Interventions and reviewing the minutes from the February 4, 2015 ATD meeting that were provided by Julie Cornett.</p> <p>Regarding Intervention #1, Intake/Matriculation, Paula voiced concern about some of the data that is being input through SARS not being saved properly in Banner; they are parallel systems that are supposed to feed into one another. This issue will be addressed through the District Office IT Department. There also appears to be other major issues that will have to be dealt with: the system seems to be sporadic at best.</p> <p>Regarding Intervention #2, Online Orientation, Lisa and Julie met with Rebecca Pang in January. The evaluation plan was revised and now includes only four data inputs:</p> <ol style="list-style-type: none"> <li>1) Online retention rates from 1<sup>st</sup> day through census date</li> <li>2) Student satisfaction with orientation</li> <li>3) Student online preparedness</li> <li>4) Number of students who took the online assessment</li> </ol> <p>Information previously provided by Data Coach, Ron Head, was shared with the group:</p> <ul style="list-style-type: none"> <li>• Need to establish a baseline for each of the inputs (possibly an average of the past 3 years' retention rates for the 1<sup>st</sup> input)</li> <li>• Need to determine a reasonable target</li> <li>• Crucial that we capture the "current" number throughout the 2-year evaluation plan timeline.</li> </ul> <p>Regarding Intervention #3, Basic Skills, Laura reported that Intervention #3 has been revised and the chief action item for improving Basic Skills is the creation of English/writing and Math Labs in the LACs. Laura and Pam Godfrey will be meeting with the English department to discuss the particulars of how the Lab(s) will be staffed. The Intervention team would like the details established before the LAC Coordinator come on board in Fall 2015. The plan is for details of the English lab to be fleshed out before having a similar conversation with the Math department regarding the establishment of the Math Labs.</p> |   |   |

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|   |             | <p>Council members also discussed the next steps to be taken regarding each of the Interventions.</p> <p>The next ATD Team meeting is scheduled for Wednesday, March 4, 2015.</p>  |   |   |
| <p>5) SSSP and Student Equity—carry over</p>  |             | <p>Heather reported to the group that there has been significant increased funding for Student Success &amp; Support Program budget and we now have a Student Equity budget as well. She explained that most of that funding will be primarily spent on increasing appropriate staffing. Some of the staffing positions that have already been identified include a Program Director, LAC Coordinator, a counselor, and an educational advisor. She also informed the group that we have been granted a six month extension for spending these two budgets; that takes us through December 2015.</p>   |   |   |
| <p>6) Communication</p> <ul style="list-style-type: none"> <li>• Moodle</li> <li>• Governance tab</li> <li>• Other?</li> </ul>          |             | <p>Moodle is up and populated with all our documents. Heather sought input from the group about the best way to communicate and have an internal respository for all SSSP documents. After a brief discussion, the group agreed that Moodle is the best way to go for now. In addition, all important documents (ATD Plan, SSSP Plan, Student Equity Plan, all minutes and meeting agendas for SSSP) are currently being posted Inside CC under the Governance tab.</p>  |   |   |
| <p>7) Other Updates</p> <ul style="list-style-type: none"> <li>• CCC Apply</li> <br/> <li>• DegreeWorks</li> <br/> <li>• EAB</li> </ul> |             | <ul style="list-style-type: none"> <li>• CCCApply—the application/process is changing. We are in the process of implementing CCCApply, which is a statewide application. The technical aspects of what needs to be done for that will be going live in April 2015. The program will be implemented, probably, during the next application cycle after that as long as everything moves forward the way it should.</li> <br/> <li>• DegreeWorks—will be fully implemented Fall 2015, at which time all students will have access.</li> <br/> <li>• EAB—Heather explained that, basically, EAB is the intake process we’ve been working on; the platform for moving students through a more productive, conformed approach. EAB will allow timely, personal</li> </ul> |   |   |

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| <ul style="list-style-type: none"> <li>• Committee’s Role</li> <li>• Institutional Planning Cycle</li> <li>• Strategic Planning</li> <li>• Enrollment Management</li> </ul> |             | <p>communication with students. We will be piloting the program in April 2015, and will be available to students Fall 2015.</p> <ul style="list-style-type: none"> <li>• Committee’s role—Heather talked briefly about how the work of this group will feed into the institution’s larger planning process. She explained how she views this committee’s role in forming the connection between the work that is being done by the committee and the overall institutional planning process includes: <ul style="list-style-type: none"> <li>▪ Formal reporting out of data prior to completion of the Annual Unit Plans</li> <li>▪ FLEX day reporting update presentation</li> <li>▪ Constant conversation</li> <li>▪ Be as explicit as possible</li> </ul> </li> </ul> |  |   |
| 8) Other?   |             | There were no additions to the agenda for this meeting.  |  |   |
| 9) Future Meeting Dates/Times   |             | <del>January 28, 2015</del> cancelled<br><del>February 11, 2015</del><br>February 25, 2015<br>March 11, 2015   | March 25, 2015<br>April 15, 2015<br>April 29, 2015 |   |
| 10) Adjournment   |             | The meeting was adjourned at 2:05 PM.  |  |   |

**O** Open/**C** Closed

Title Heather Ostash  
Person in charge of meeting

Recorder Kathy Salisbury  
Person responsible for recording meeting