

Student Success & Support Council Meeting Minutes

April 26, 2017

EW207 Admin Conference Room

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, Caroline Sanderson, Cliff Davis, Christine Small, Corey Marvin, Deanna Campbell, Blaine Simmons, Tyson Huffman, Julie Cornett, Nikki Gardepe, Pamela Campbell, Steve Rogers, Missy Gross, Jan Moline, Paula Suarez and Katie Coffman.

Absent: Lisa Fuller, Rebecca Pang, Laura Vasquez, and Jennifer San Nicolas

Guests: None

Materials:

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Opening of Meeting	Heather Ostash			
2. Approval of Agenda	All	Agenda was approved as presented.		
3. Approval of Minutes and Review of Previous Action Items	All	Minutes approved and no previous action items.		
4. Inquiry Group Report Out	All	Two focused groups, night students and day students. Diverse students in the group. Discussion on canvas and focus groups provided initiatives were can focus on. Students provided list of what interest them. 9 initiatives: 1. Course completion awards for gateway classes or after completion of a discrete sequence, like basic-skills English or math; 2. Timely grading, with easy, immediate access to current grades—and		

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		<p>not just limited to Canvas;</p> <p>3. A system that requires students to regularly check their college e-mail: instituting regular e-mail communications to which students must respond, for instance;</p> <p>4. Canvas sites for all classes, onsite and online, with specification of precisely what needs to be available for onsite classes in order to ensure regularity of access across a department. For example, Canvas sites for on-ground sections could include a limited menu of items—like the syllabus, grades, and possibly handouts or homework for anyone who is absent—keeping in mind that though students want access to basic course information in Canvas, they do not want their onsite sections turned into online classes. The Canvas sites could also provide links to helpful resources, such as onsite and online tutoring, or a list of websites and other information relevant to the course.</p> <p>5. Student engagement surveys, including how to conduct them and how to use the information derived from them, one of the objectives</p>		

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		<p>of which is for instructors to learn the names of and get to know their students on the very first day of class;</p> <p>6. Early diagnostic assignments and feedback within the first ten days of a new semester;</p> <p>7. Collaboration with and increased emphasis upon counseling: perhaps by incorporating graduation planning/counselor contacts in course assignments across the disciplines.</p> <p>8. Systematized, regular check-ins in all classes, meaning that, as time and opportunity permit, teachers will periodically address students individually to see how they are doing with coursework and what kinds of resources they need to help them be successful;</p> <p>9. Clarity of expectations, both for the students and the teacher, not only specified in the syllabus but also posted in each unit, module, or week of a class—both onsite and online. In regard to the students' expectations of the instructor, this could include response time for e-mails, turnaround time for grades, extent and type of feedback, etc.</p>		

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		<p>Develop a model policies regarding student feedback and grade information? Email issue with students and faculty. With two emails, college assigned and canvas emails messages are not being viewed be students. Students are missing important messages. Cliff would like to know what 9 initiatives to focus on? Heather suggest we leave them all and share with the faculty and see which ones they can focus on.</p> <p>(comment to Cliff's #2 initiative) Deanna-Complaint-major assignments are not being graded soon enough for students to drop before the last day drop. Also, late work is also being accepted by some instructors late that students are unaware that they can submit late work, therefore they end up failing in the end. Polices are different for all faculty.</p> <p>Blaine: Group has had meetings every week to discuss possible initiatives. Researched other schools and campus on how to keep students engaged. Survey completed for the Open house, 30-40 responses. New on line survey was sent out to current student of Cerro Coso Community College. 14 responses so far, Blaine went over prelim results.</p> <p>**Did not complete report** Will finish at ext meeting per Heather.</p>		
5. Other?	All	Not Discussed.		
6. Next Meeting Date:	Heather	May 10 th 2017 at 12:30		

Open/ Closed

Title Heather Ostash
Person in charge of meeting

Recorder Katie Coffman
Person responsible for recording meeting