

Santa Ana College:
Student Success & Equity Committee Meeting Minutes
Thursday, March 17th, 2016
3:00 PM – 4:30 PM

Student Success Philosophy

Work across Santa Ana College to insure that all courses, academic, and student support service needed are available to all students at critical junctures in their completions journey. This requires coordinated college wide efforts to strategically organize assets.

Attendees: Sara Lundquist, Co-Chair; George Sweeney, Co-Chair; Members Maria Aguilar Beltran, Micki Bryant, Jeffrey Burke, Monica Bustamante, Jazmin Ceja, Josh Dorman, Mary Huebsch, Annie Knight, Mark Liang, Carlos Lopez, Janice Love, Lynn Marecek, Christopher Muniz, Elaine Pham, Marty Romero, Cathie Shaffer, John Steffens, Lilia Tanakeyowma

Handouts: Agenda; Student Success & Equity Committee roster; draft minutes from February 18th meeting; BOG fee waiver Policy and Impact Overview Updated March 14, 2016; Six Success Factors document; Save the Date for the March 23rd Student Success Convocation Recap; RSCCD Test Portal Landing Mobile Landing page overview; Pathway to Law School from the Legal Studies Department; University of Alaska Fairbanks Trip Agenda

- I. **Welcome: Sara Lundquist & George Sweeney, Co-Chairs.**
Notify Monica Bustamante of any changes to the February 18th minutes.

- II. **Spotlights on Student Success Equity**
 - a. Kristen Robinson – Legal Pathways
 1. No longer just a paralegal department; it's paralegal and pre-law, so important for Counseling and Admissions to be aware.
 2. Universities have a desire to increase diversity in law schools, and SAC is one of 24 CC's to be selected to be part of this program. The following law schools have agreed on a Law School pathway for students who complete the program: USC Gould School of Law, University of SF School of Law, UC Davis School of Law, UC Irvine School of Law, Santa Clara University School of Law, Loyola Marymount Law School. Between fall and spring, 50 students have been enrolled in the program. Equity helped fund Madeline Grant and Kristen's attendance at the Law School Pathways Summit. Fall Catalog will have a Pathway to Law School Certificate in order to better track completions of students in program. Courses listed on the handout are required in order to obtain a certificate. State mandated classes are included, but SAC added ethics class [specifically related to law] although it wasn't a mandated requirement. SAC is paving the way for other schools to create similar programs.
 3. High School outreach with College Now – SAC is participating in a \$6 million dollar grant for legal pathways (Career Pathways Trust Grant) along with SAUSD and Placentia Yorba Linda. Santa Ana HS and Godinez are starting law academies (bridge class, articulation) as well as Placentia-Yorba Linda. SAUSD students will be able to get college credit for SAC courses through their law academy programs. SAC's Paralegal

program is also available. It allows students to begin working now while they're in school. SAC is focusing on Santa Ana because of the guaranteed admission to UCI through Adelante. There may also be scholarship assistance from SAUSD partners.

b. Suzanne Freeman – Fire Tech Alaska Trip

1. University of Alaska Fairbanks representative spoke with SAC Fire Tech students in fall 2015 at SAC.
2. Overview of Equity-funded Fire Tech Alaska trip (January 2016) – 10 students attended the trip. Students had transcripts reviewed, were able to watch paramedic presentations that included mockups and student participation, and students were able to have dinner with fire technology students.
3. University of Alaska Fairbanks hires students to work while they are attending school with a salary range of \$18k-\$25k and dorms are located on campus.
4. Working on creating articulation pathway for students at SAC. Trend: 5% of paid firefighters are under the age of 25. If this pathway existed, it would help younger students with interviewing skills and life experience. Program would provide BA degree, 2 full years of experience, and graduates would be prepared for 13 different fields. \$2,000 scholarship availability and students can have assistance at SAC with writing required for essay for scholarship application.
5. Suzanne was impressed with the University of Fairbanks' ability to utilize people from different disciplines to solve problems outside their own disciplines.
6. April 22nd transfer counselor coming in, currently has a wait list.

III. **Update/Discussion of Major Student Success & Equity Bodies of Work**

a. Student Success and BOGW Eligibility

1. SAC has 1,000 students at risk of not returning due to low GPAs. SAC has mobilized a program that is campus specific to let instructors know what's required and emails are going out to students. 400 students are getting specific outreach from peer mentors, counseling and admissions. Historically, outreach efforts have it helped about 50% of students to get off of probation. Sara will be presenting at the Academic Senate and will be reporting back to the Board of Trustees about the issue. If we lose students, the chance of the students coming back is very small. Many students say that they aren't aware of being at risk. Messaging redundancy is desperately needed and students need to know their GPA's.

b. Update and Consultation Items

1. BSI- Proposals; BS-SOT Grants:
 1. Proposals process: A joint process for BSI, 3SP and Equity is being developed. Basic Skills proposals will be turned in on April 15th. George will inform Strand A, the BSI committee, what the Basic Skills research shows at the April 20th meeting.

2. A \$1.5 million grant application is currently being worked on, but even if the grant is not awarded, SAC still needs to implement practices which include Math/English redesign, embedded remediation in CTE programs, appropriate placement of students in math and English classes.
 3. John Hetts, an expert on student placement, is coming to speak on April 29th (Friday) 10am-12pm. Mary and Monica will create and send a separate invitation to this workshop.
2. Student Success and Support Program (3SP) (Mickie)
 1. Counselors have been deployed at the Math Center, Learning Center and Assessment Center.
 2. Students needed for students mentor program (10 peer mentors currently, adding 5 more in SAC IQ Bar in Admissions and Records). Trying to get a year round cycle to recruit and train more peer mentors (recruit in spring, train in summer, deploy in fall). These peer mentors will follow up with probationary students.
 3. Summer internships may be available for students to work on preparing computers for the new SAC Portal
3. Student Equity
 1. George discussed that we might not be required to do another Student Equity plan. It's a possibility that it will just be an evaluation process
 2. Equity groups are meeting to discuss 2016-17 plans.
 3. Carry-forward funds will be used for pieces that already exist in the Equity Plan. Activities that were originally reduced may be reinstated.
 4. The 2016-17 focus will be on the freshman year--first semester GPAs/course success and persistence into the second semester.
 5. If Equity funds are augmented, we will buy 1,000 Chromebooks to lend to disproportionately impacted students through TRIO and the Library. MESA students will receive upgraded Chromebooks. Currently researching price points on computers. Need to work on the logistics. IQ Bar in the Admissions & Records lobby will be rolled out in spring. There will be two computer programs, one for ownership with tech scholarship combined with a financial plan and one for borrowing, where you take the Chromebook in the beginning of semester and give it back at the end of the semester. April 15th is the purchasing deadline.

c. Food Insecurity

1. Implementing Phase I of the food insecurity program. Distributed pilot model with 3 elements of support.
 1. Protein bars
 2. Meal coupons
 3. Bag of grocery coupon \$25 (Smart & Final coupons).
2. Distribution center – looking for people to opt in, e.g. Health and Wellness Center, Math Center, Learning Center. Will be at the

discretion of a professional in the program which element of support to distribute.

3. Need to get feedback (forms) on distributors. Tracking what they give to students (keep it anonymous and use discretion in order to send a message of caring). This will serve as a supportive tool to help keep students focused and not hungry in class.
4. Fall semester meeting – goal is to have this up and running for the 2nd 8 weeks of the semester
 1. Follow up with Monica
5. Question: Can protein bars be available in vending machines? Students concerned about the cost.

d. Student Success & Equity – Professional Development

1. March 23rd – Convocation follow up 2pm-4pm. Purpose of meeting is to have everyone come that could be able to attend convocation. How can we support student success? What are our ideas for what we can do? Pizza, lunch, dialogue at tables, commitments. Students are also encouraged to attend. No pre-registration required.
2. 2 Student forums: March 24th 1pm-2pm and 4pm-5pm
 1. BOG Fee Waiver + Construction Student Forum (two different sessions)
3. 2 Staff Leadership workshops - March 25th and April 22nd
4. March 29th – SLO and TracDat workshop with Jarek Janio, SAC's TracDat Coordinator.
5. April 29th – John Hetts, Multiple Measures workshop

IV. Additional Topics

a. Report on the Portal- John Steffens

1. Portal is going to be a central location (single sign on) where students will get alerts on their record and the Portal will ensure that SAC can get information to them before they go to register so they can avoid being blocked. Students will have access to Blackboard and to their education plan to ensure they are on track to transfer. They will also get an alert if they try to take classes that are outside of their education plan. Financial aid will be part of the student self service area (there will be a financial aid tab and Award letter information will also be available.)
2. Campus email for students will be available (they will be able to check their email and calendar). Idea is to limit the amount of items that students have on the portal to avoid information overload.
 1. Question: Will the portal have the ability to add appointments to a student's calendar? In the future, will it be possible to send email blasts from college programs?
 2. Question: Do students know they have sac email addresses? [George] Fairly new since many students and staff aren't aware and many people are still using their personal emails. [Sara] It would have been disruptive to change the email in the middle of the semester.

3. [Lilia] Will students be able to get emails at orientation? [George] too early since students can't access Microsoft 365 until they are enrolled.
4. Question: Do students still get access to Microsoft 365 after they leave the school? [George] No, but they can move their documents over from the cloud to their computer in order to avoid losing access to those document. Students will lose their access to email and Microsoft 365 on the census date of the semester after they are no longer enrolled.
3. Mobile view landing page was handed out in meeting (students are more likely to access on their phones) and it's the same layout SCC selected before John came on board. Layout will be reviewed with the SAC team in order to see if anything needs to be modified specifically for SAC.
 1. Question: Can BOG alerts be added? How can we communicate that in the portal?
 2. Technical details still being resolved. Next meeting with vendor is going to be in 2 weeks at the district office.
 3. Question: When will students and staff be able to test out the portal? [John] not sure, he will know once they finalize each of the modules. Staff needs to do the testing first before it rolls out to students in the fall.
4. Piloting of the Ed plan:
 1. Counselors will pilot that during the summer in order to ensure a core group of counselors are familiar with the system when the rollout happens in the fall. Ability to get feedback on the system in order to get rid of the issues before roll out happens. Draft of instruction manual in process for counselors. Update pending to the test system. [Sara] Desire is to have it be the new standard by Jan 2017.

V. **Closing Statements**

- a. George – Goals will be sent out for the end of the year meeting for the committee to review.
- b. Sara – Need to determine committee membership in future meetings.

VI. **Committee Meeting Dates**

Sept. 17, 2015	Feb 18, 2016
Tues. Oct. 13, 2015	March 17, 2016
Nov. 12, 2015	April 14, 2016

Santa Ana College Mission Statement

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers, and lifelong intellectual pursuits in a global community.