Santa Ana College: Student Success & Equity Committee Meeting Minutes
Thursday, April 14, 2016
3:00 PM – 4:30 PM

<mark>DRAFT</mark>

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, Christine Cha, Mary Huebsch, Bonnie Jaros, Annie Knight, Janice Love, Lynn Marecek, Christopher Muniz, Elaine Pham, John Steffens, Jinhee Trone, Kathy Walczak

Handouts: Agenda; Student Success & Equity Committee roster; draft minutes from March 17th meeting; draft minutes from March 14th meeting; Governance Committees Presentation Accreditation document; Student Success Committee Participatory Governance Year-End Assessment Form; Student Portal Paper Form Conversion document

I. **Welcome: Sara Lundquist & George Sweeney, Co-Chairs.**
   Notify Monica Bustamante of any changes to the March 17th minutes.

II. **Spotlights on Student Success and Equity**
   a. Bonnie Jaros – Accreditation
      1. New accreditation standards as of June 14th. The 2016 ALOR (accreditation liaison officer reports) contain information pertinent to the new accreditation standards. Bonnie would like the governance committees to include ongoing accreditation discussion in order to have documented dialogue of assessment per the requirements of Standard Two in the accreditation standards (I.B.6). Minutes can become a document that can be utilized as part of the accreditation report.
      2. SS&E Committee: fits into Standard I.A. (Mission) but also has a big role to play in Standard Two (I.B.6) "We will disaggregate and analyze SLO's and achievement for sub-groups of students." I.B.6. will be infused into academic review and starting next year, the data will be required in the Program Review reports. This step is absolutely necessary for annual and quadrennial review. October 2017 is when our Mid-term Report is due. SAC responses to the accreditation recommendations are available on the SAC Accreditation website (http://www.sac.edu/Accreditation/Pages/default.aspx The three accreditation recommendations that are pertinent for the SS&EC relate to II.B.4, II.A, and I.B.6. It is important for the committee to review and document discussions about assessment data, planned improvements to reduce equity & achievement gaps, and results of reassessments. Need to work on update to 2015 Actionable Improvement Plan as it pertains to this committee. [Sara] In today's meeting, we will discuss the year end assessment and what has been achieved thus far. [Bonnie] Taking up issues of student success is part of validating what is being

done as well as ensuring that we remain accredited. October 2015 deficiencies have been fixed. Please email Bonnie with any questions.

III. Update/Discussion of Major Student Success & Equity Bodies of Work
    a. Student Success & Equity – Professional Development
        1. A follow up email was sent by Mary after the Student Success Convocation Recap event on March 23rd regarding commitments by faculty. Over 100 attendees that included staff and students.
            1. Upcoming events:
- April 22nd – Staff Leadership Workshop 3 with Jessica Alabi
- April 29th – Multiple Measures with John Hetts 10am-12pm (Important in order to ensure that students get into correct math, English, EMLS, & reading classes.)
- May 25th – Equity Afternoon Tea Thank You

        2. Equity Professional Development Portfolio will highlight inclusive classrooms and establishing equity-mindedness on campus with staff. [George] It's time for us to develop our instructors and staff and put equity at the forefront. How do we treat our students? New faculty and 2nd & 3rd year tenure-track faculty as well as SS&E Committee should be involved.
        3. Tuesday of Flex: Kimberly Papillion, who trains judges and police officers in understanding implicit biases, will be coming to SCC to train SCC & SAC faculty on implicit bias. Tuesday of Flex Week. 9am-2pm.
            1. [Sara] Issue of microaggression's came up. How do these workshops and training sessions become available to students? The goal is to make an impact during Flex Week.

    b. Food Insecurity
        1. 10 Sites are now live and Christina Romero is coordinating. [Maria] Kids have food, vouchers for restaurants, Smart and Final. Can she get more information about how the program works? People are interested, but how do we train our staff to be sensitive? When/how do we know to hand out vouchers?
        2. [Sara] One of the things we hope to learn during the pilot is how we can improve the program. We will get together at the end of the semester for a debrief (what worked, what didn't work).
        3. [Mary] have we asked students where they feel comfortable going? [Christopher, student representative] If he needed to use this program, he would feel comfortable going to someone he knows at The Learning Center since he goes there or a professor. Separation between him and faculty that might stop him from asking
        4. [Sara] Can we put out a sign that says if you need a snack let us know? [Cathy] Can we have student leaders come up and ask with a code/signal in order to avoid students being embarrassed?
        5. [Question] Where are the 10 sites? Is faculty aware? [Sara] Email wasn't sent out because we are still at a small capacity with the program. Monica will email out flyer from Christina Romero with information on the 10 sites. [Sara] Need to make sure that by the end of the semester, all of the food is given out.

6. [Lynn] Huge line for microwave, unhealthy items in vending machine [Sara] Vending items are purchased based on student demand and if it's a Pepsi item. She will talk to Rhonda regarding this issue.
7. [Question] Has SAC considered Food Trucks? [Sara]: In the works for Fall 2016. Small number to come on, need to think about marketing and minimum revenue guarantees.

c. Update and Consultation Items
1. BSI
1. Integrated Form created to request funds and it will be sent out to Basic Skills Committee. It was emailed to Access Team leaders as well.
2. 3SP
1. Working on budget for next year, still waiting to hear back if this past year was approved. [Sara] While Micki is planning next year, we need to anticipate $1 million year carry over and $3.5 million of new available funds.
3. Equity
1. We are not required to write another plan; we just have to do an evaluation. We have a good sense of what the budget will be with many activities continuing. Carry forward will be about $500,000. Evaluations will be happening during the summer. [Sara] Santa Ana College has officially established office of Student Equity and Research. Open House activity planned for Flex Week. IQ Bar is also live.
2. IEPI
- IEPI –(https://misweb.cccco.edu/ie/DistrictSelect.aspx) Set of 22 measures (aspirational measures, not accreditation measures). How are we changing as an institution? (George will send out a link to the website.) Student success measures available on the website. Measures include completion rate for college prepared, unprepared, overall, remedial rate for math, remedial rate for English, remedial rate ESL, career technical education rate, successful course completion, completion of degrees, completion of transfer. 5 additional measures relate to completion of transfer level of English and Math in 1 or 2 years and access for the local college-going population.
- [George] What are our goals for these indicators as an institution? Example: What do we want for basic skills completion rate? How are we serving prepared/unprepared students? If we start to disaggregate data by race, gender, disability, what will happen to data results as we shrink the gaps? How will shrinking the gap make an impact on our results? George wants to set up aspirational goals/objectives for next year. [Sara] We tend to look at data and tend to want more, but, what is enough? Example: Are we going to try to take gender gaps to zero? What's our victory zone? Evaluation work can help propose goals that are signature outcomes of Santa

Ana College that we will commit to. Example: Transformational freshman year.

- [Question] How do these goals connect to the goals that we set up as an institution? How does it match up? [Sara] It does match up. We opted to complete the minimum number of goals, but we will attempt to meet more goals. This will strengthen our integrated planning. [George] Measures should NOT drive planning. We don't want to lower standards in order to increase numbers.
- [Question] Shouldn't we be focusing on closing the gap? [George] We don't want to make the gap smaller with one group staying the same and one group going up. Ideally, we want both groups to rise with one group slowly growing a little bit faster in order to close the gaps. We want to see what the impact on closing gaps will do. [Sara] If we have set aspirational goals, it will make us see how certain programs meet goals.

4. Freshman Devices – John Steffans
   1. Network support issues are resolved (What device do we want? Will the network support adding all of these devices to the network? How do we support these devices with our operation?) HP device was picked out, working with district to get one in order to test. Branding idea: red device? Branding sticker? Digital Don Initiative for program name? This program can showcase what Equity is doing for the students. Big issues: Management of software. Example: want students to be able to check out devices, but for us to be able to manage it, we need to be able to reset the computers, but how can students add printers to the laptop if it gets reset? Want to ensure it's not a dumbed down machine. [Sara] Cost is about what a high dollar textbook is ($200's). Also establishing ownership option with Foundation/Foundation Aid. Already have approval from the State of California, waiting to confirm funding. Goal is to have first cohort by fall semester. [John] Need to come up with a collaborative space and ensure that there is WIFI support in those areas. [Question] for people who work in high service areas, will individual training be done through IT in order for them to be able to provide support?

IV. Additional Topics
a. Report on the Portal- John Steffens
   1. Portal Team meeting next week, getting ready to present Portal to Students in order to do a demo and get feedback. Team Sites in the works for fall – Kathy Patterson is piloting. [Mary] John needs to meet with Charles Little regarding Journalism (Communications & Media Studies CMSD) Website.
   2. Paper Form Conversion for Portal – Workflow can be setup. Forms are due May 1st. Students must be logged into the portal in order to download documents.
b. BS-SOT Grant – George Sweeney

1. Basic Skills SOT-Grant - $1.5 million dollars, 3 years. Goals: Multiple Measures, development articulated math course at SAUSD, develop contextualized CTE and ESL learning especially at CE. Also, to create accelerated pathway for English.

V.   Closing Statements
   a. George – Year-end assessment for the committee will be sent out for the effectiveness of the committee. Please respond, it's part of the accreditation process.

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.