Santa Ana College: Student Success & Equity Committee Meeting Minutes

Thursday, September 18, 2014

3:00 PM – 5:00 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; Mary Huebsch, Co-Chair; Members – Beverly Birnbaum, Micki Bryant, Peggy Card-Govela, Annie Knight, Mark Liang, Lynn Marecek, Raquel Manriquez, Sandy Morris, Nga Pham, Cathie Shaffer, and Martha Vargas.

Student: Raquel Manriquez

Handouts: Agenda; minutes from April 24th meeting; Student Success Committee description; SAC Student Equity Planning Annotated Timeline, SSSP plan draft, Student Equity Allocation 2014-15 letter from Vice Chancellor Linda Michalowski

I.   **Welcome, Purpose & Introductions: Sara Lundquist & Mary Huebsch, Co-Chairs** We welcomed Raquel Manriquez, ASG President, and Annie Knight, new faculty member in Library.

II. **Update & Dialogue Regarding Major Fall Strategic Planning Activities:** We will link & coordinate the efforts described in the SSSP plan, the BSI report, and the Student Equity Initiative plan. All efforts need to be tied to specific measures. New capacities in Datatel will help us with measuring student success. BSI funding is continuing and there is new funding from the state for implementation of SSSP and Student Equity.

- The Student Success and Support Program (draft plan for comment) Micki presented an overview of the draft plan and requested input.

a. The plan covers what SAC is doing now and will be doing in relation to the requirements of the Student Success Act in these areas: 1) orientation (initial and follow up) 2) testing, including validation, and 3) education plans (initial and complete). The Act requires follow up with these groups: veterans, students in basic skills classes, undecided majors, students on probation, etc. A comprehensive education plan is required after students complete 15 degree applicable units.

b. This year SAC is receiving 3 1/2 million dollars to implement mandatory activities. Note that stakes are high for students as BOG waivers and financial aid are affected if students are not successful. The SSSP plan includes lots of redundancy and intrusive informing of students with support activities all along the pathway to completion. Please provide comments for the SSSP draft plan by October 3rd.

c. We need to get the message out to faculty about the 3SP requirements. This year priority registration is affected, but next year the college must do all the required activities. How should this be disseminated to faculty? "10 Commandments" style? Cathy Shaffer suggested having liaisons (counselors?) attend department meetings. Redundancy is important for effective communication of this information.

- The Basic Skills Initiative (draft report for comment). Mary will send the draft report to Karen Scott for distribution to the committee. Please provide comments by September 26th. Questions in the report emphasize efforts to institutionalize and scale up effective practices in basic skills areas.

- The Student Equity Initiative (Requirements/purpose, plan, budget, timeframe, workgroup, retreat, personnel)

a. Requirements/purpose and budget: The Student Equity Plan is due in January. Either a 3 or 5-year plan can be submitted. The intent at SAC is to integrate equity for all populations and all areas. Certain areas will be emphasized initially and we elected to develop a 3 year plan.
b. Budget: 1.6 million will be shared this year between SAC and SCE for equity. This is for credit only. The split will be based on FTES but also other demographic factors such as average income level in the community. We can begin spending the money immediately, but all expenditures must be embedded in strategies contained in the plan.
c. Annotated Timeline of Major Activities for the 2014-15 Academic Year. A taskforce will be convened with sub-committees/teams organized in areas similar to those on the Student Success Scorecard, i.e. Access, Course Success, Basic Skills, Degrees & Certificates, and Transfer. The 3-member teams will receive data packages with information about disproportionate impact in their area. The teams will propose areas for further analyses and provide details about possible strategies, leads, measures and time frames in their area. High priority areas to target will also be discussed. (See the Annotated Timeline handout for further details.) Several committee members volunteered for the equity teams and additional college-wide participation will be sought. A roster will be shared at the October 9th meeting.

d. Early priorities: Special Programs Director, research, retreat, define academic core (English/Math/Basic Skills), DREAM Center, DSPS Technology, Program Review links & accreditation plans – more
    o A Special Programs Director was recommended to oversee equity work. Several committee members recommended consideration be given to creating this as a faculty special assignment. Sara will take the discussion to SAC Cabinet for further consideration and report back. Micki noted that we have

a need for this type of support with 3SP as well. Martha suggested we consider having a position for equity and another for 3SP.

o Supporting institutional change: We noted the need to provide adequate support structures for all the work that needs to be done at SAC, i.e. equity, 3SP, faculty professional development, Office of Institutional Effectiveness. How can we best support institutional transformation? Clerical support, management support, faculty support are all needed. Sara will discuss how the Special Programs Director position should be structured with Dr. Martinez. Lynn suggested the FEP coordination structure as a possible model.

o Phase 1: In this initial year, we may want to emphasize strategies for equity that will impact basic skills, English, and math. These are areas of high enrollment and, generally speaking, student success is lower in basic skills level courses than in transfer-level courses. Also, most SAC students are impacted by their success in math and English.

o AB540 students also have disproportionate effects. We may recommend extra supports or a center for these students.

o DSPS Technology: We may want to pilot new technology that will impact equity for students in DSPS.

o Program Review: Student equity work will be tied into Program Effectiveness Review and quadrennials revisions.

III. **Student Success & Enrollment Management**

- New college structures: This fall, schedule adjustments were made based on historical and predictive data about which courses students would need. In particular, it was acknowledged that freshman students need access if we are to have completion. A number of math and English sections were added. The academic affairs and student services deans met daily during the enrollment period to make adjustments to the schedule of classes, and are continuing to meet weekly through the term.

- Emerging tools to inform the schedule development & priorities (A&R, scheduling patterns, year-long enrollment, Chaffey consultation, 2 semester E.D. priorities pilot). Mark Liang showed us some of the types of information that are available in Datatel. This information will be increasingly helpful in enrollment management.

- Proactive and comprehensive early warning systems. Sara reported that she has consulted with the Academic Senate

President and requested fresh consideration of a systematic Early Alert strategy. The conversation is continuing.

- <u>Upcoming Enrollment Management Institute</u>: This institute is for faculty chairs and deans. Topics to be discussed include possible one-year instead of semester by semester registration, block scheduling, targeting students for emails from various groups (e.g. notifications about their progress in their majors from the department/division), co-curricular supports, barriers and institutional design flaws (e.g. a student cant' get a math or English, so he/she takes a transfer-level class instead and may not be successful)

IV. College Professional Development
V. Affiliated Group Reports/Action Items (tabled)
- BSI
- SSSP (including assessment)
- Transfer
- Scholarships

VI. Committee Calendar for 2104-15 (Thursdays @ 3:00-4:30)
- September 18, 2014
- October 9, 2014
- November 13, 2014
- February 19, 2015
- March 19, 2015
- April 16, 2015

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.