PALOMAR COLLEGE
Learning for Success

STUDENT SUCCESS AND EQUITY COUNCIL MEETING AGENDA
March 13, 2015

MEETING TYPE:						
	X	**Staff**		**Date:**		**March 13, 2015**
		Product/Project		**Starting Time:**		**9:00 a.m.**
		Special		**Ending Time:**		**11:00 a.m.**
				Place:		**AA-140**

CHAIR: Adrian Gonzales   **MEMBERS:** Anfinson, Antonecchia, Barton, Bongolan, Carrillo, French, Goldsmith, Gonzalez, Large, Lawson, Magnuson, Moss, Nunez, Ramirez, Romain, Sivert, Snyder, Sosa, Sourbeer, Stockert, Villalobos and Zolliker

RECORDER: Michelle LaVigueur

Order of Agenda Items	Attachments	Time Allotted
A. MINUTES		
1. Approve minutes of February 27, 2015		5 minutes
B. ACTION ITEMS		
C. INFORMATIONAL ITEMS		
1. Combined discussion on retention and outreach software Kendyl Magnuson		30 minutes
2. Technology – Chart of related initiatives Shayla Sivert		15 minutes
3. Review Student Success Timeline of Activities (Student Equity Plan, pages 32-41)		30 minutes
4. Subcommittee Discussion - Proposed Subcommittees:		40 minutes

     a)   Counseling & Advising
     b)   Technology
     c)   Follow-up Services (Outreach/In-reach)
     d)   Orientation
     e)   Policies & Procedures
     f)   Research & Evaluation

D. OTHER BUSINESS

Next Meeting: March 27, 2015

PALOMAR COLLEGE
Learning for Success

CO-CHAIRS: Adrian Gonzales
Greg Larson

MEMBERS PRESENT: Anfinson, Antonecchia, Barton, Bongolan, DeMaris, French, Goldsmith, Gonzalez, Large, Magnuson, Moss, Nunez, Ramirez, Romain Sivert, Sosa, Sourbeer, Stockert, Weller and Zolliker.

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: Carrillo, Cuaron, DeHoyos, Dentoni, Lawson, Nelson, Snyder and Villalobos.
GUESTS:

A. <u>MINUTES</u>
   1. **Approval of Minutes for January 23, 2015**
      MSC – (Bongolan/Stockert): The minutes for January 23, 2015 were approved and accepted into the record with abstentions from Michelle Barton, Jamie Moss, Wendy Nelson, Elvia Nunez, Gary Sosa, Dan Sourbeer and Ellen Weller.

B. <u>ACTION ITEMS</u> – None.

C. <u>INFORMATION ITEMS</u>
   1. **Early Alert and Student Retention - Starfish Retention Solutions, Inc. presentation by Kelly C. Kilby, Regional Sales Manager**
      Starfish Retention Solutions, Inc. was a start-up company recently sold to Hobsons, which serves nearly 250 colleges and universities. Their software helps organizations measure their student success programs by assisting students achieve their academic goals and complete college. The software identifies at-risk students in real time, pinpoints areas of concern, and connects them with resources such as advising or tutoring. Starfish helps institutions individualize support for students and assess which services and interventions are working. Blackboard and PeopleSoft can be integrated into this software. There was discussion regarding who would have access, confidentially, opt-out options, positive reinforcement, closing loops, pulling information from other software, texting and language options, outreach features, implementation time and other software packages available. VP Gonzales suggested we create an Early Alert workgroup to research different software packages and come back with suggestions in 6 weeks (April 10th). Cynthia Anfinson, Glyn Bongolan, Katy French and Kendyl Magnuson volunteered for the workgroup. It was also suggested that we have representation from CCE, Athletics, Academic Technology and Information Services.

   2. **Subcommittee Discussion** - This will be discussed at the next meeting.
      Proposed Subcommittees:
      a. **Counseling & Advising**
      b. **Technology**
      c. **Follow-up Services (Outreach/In-Reach)**
      d. **Orientation**
      e. **Policies & Procedures**
      f. **Research & Evaluation**

3. **Men of Color - Counseling Glyn Bongolan**
    Glyn Bongolan shared some information regarding a webinar she viewed on men of color and counseling. Some key points were high-touch and student equity. The link can be found here: http://video.sdsu.edu/nas/capture/2015/jwood/webinar_2_13_15/webinar_2_13_15_-_20150217_113120_6.html

4. **California Association of Community College Registrars and Admissions Officers (CACCRAO)**
    Glyn Bongolan announced this annual conference on April 26 – 29, 2015 at the Morango Casino in Cabazon, CA. For more information and to register, go to: http://caccrao.org/

D. <u>Other Business</u>

- VP Gonzales announced the upcoming 2015 Academic Academy conference in Costa Mesa on March 13-14, 2015 will have some great information about student success and equity. There are five attending and they will share what they learned at the conference upon their return.

- Elvia Nunez mentioned that a Transfer Advisory group will need to be created now that the Matriculation and Transfer committee has merged with the Student Equity committee to form this council. Topics from that group can be brought to this council.

- VP Gonzales reminded the council that the accreditation team will be here next week.

- Rosie Antonecchia announced the Career Discovery Day on April 1st from 10:00 a.m. – 1:00 p.m. at the clock tower.

Meeting was adjourned at 10:56 a.m.

Next Meeting: March 13, 2015

Student Equity Plan - Student Success Timeline of Activities

Timeline	Activity	Goal	Page
Ongoing	Conduct appropriate research studies to support the college's efforts to address student equity	A.1.4	32

Timeline	Activity	Goal	Page
Spring 2015	Identify data collection and research needs on veteran's and foster youth	A.1.4	32
	Initiate dialogue and identify outreach and support services for Veterans.	A.1.5	33
	Identify foster youth in the college's database	B.1.1	34
	Initiate dialogue to provide extensive outreach and support services to foster youth	B.1.3	34
	Plan for expansion and increased outreach of programs - Summer Bridge and First Year Experience (FYE) with emphasis on increasing the number of African American students' participation	C.1.1	35
	Plan for expansion and increased outreach of programs to males, Hispanic and students aged 20-24 who participate in the ESL Summer Bridge (ESL Jam) and First Year Programs	C.2.1	35

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Student Equity Plan - Student Success Timeline of Activities

	Conduct research and Identify outreach strategies to increase veteran enrolment	A.1.1	32
	Initiate improvement of college website	A.1.3	32
	Hire webmaster	A.1.3	32
	Implement processes to ensure accurate identification of veterans and foster youth	A.1.4	32
	Hire institutional researcher	A.1.4	32
	Implement outreach of programs - Summer Bridge and First Year Experience (FYE) with emphasis on increasing the number of African American students' participation	C.1.1	35
	Develop a set of mandatory orientation experiences for the College's underprepared students.	C.1.3	35
Summer 2015	Implement plan for expansion and increased outreach of programs to males, Hispanic and students aged 20-24 who participate in the ESL Summer Bridge (ESL Jam) and First Year Programs	C.2.1	36
	Develop and implement a set of mandatory orientation experiences for underprepared students	C.2.3	36
	Develop tools/resources and professional development activities that help faculty identify signs of potential learning disabilities	C.3.3	37
	Hire IT Project Manager	D.1.1	38
	Research and identify software tool for student portal	D.1.1	38
	Review current planning and degree audit systems	D.1.2	38
	Identify additional software for degree audit systems	D.1.2	38
	Conduct research on effective follow-up and early alert practices	D.1.3	39

Student Equity Plan - Student Success Timeline of Activities

	Begin implemenation of strategies to provide extensive outreach and support services for veterans.	A.1.5	33
	Expand role and responsibility of foster youth liason	B.1.2	34
	Begin implementation of providing extensive outreach and support services to foster youth	B.1.3	34
	Implement outreach of programs - Summer Bridge and First Year Experience (FYE) with emphasis on increasing the number of African American students' participation	C.1.1	35
	Initiate dialogue and identify providing extensive outreach and support services to African American students	C.1.2	35
Fall 2015	Implement plan for expansion and increased outreach of programs to males, Hispanic and students aged 20-24 who participate in the ESL Summer Bridge (ESL Jam) and First Year Programs	C.2.1	36
	Initiate dialogue and identify extensive outreach and support services for ESL students.	C.2.2	36
	Initiate dialogue and identify extensive outreach and support services for DSPS students enrolled in English basic skills courses	C.3.4	37
	Identify high demand CTE programs	D.1.5	39
	Initiate dialogue and identify extensive outreach and support services for students in affeced group will receive appropriate and strategic follow-up services	D.1.6	40
	Initiate dialogue and identify extensive outreach and support services for DSPS students with education goal to earn a degree, certificate or transfer	D.2.3	41

Student Equity Plan - Student Success Timeline of Activities

Spring 2016	Implement outreach strategies to increase veteran enrollment	A.1.1	32
	Plan for expansion and increased outreach and support services to African American students	C.1.2	35
	Complete research to identify the needs and barriers of DSPS students attempting to complete their studies	C.3.1	37
	Plan for expansion and increased outreach and support services for DSPS students enrolled in English basic skills courses	C.3.4	37
	Plan for expansion and increased outreach and support services for students in affeced group will receive appropriate and strategic follow-up services	D.1.6	40
	Complete research to identify the needs and barriers of DSPS students attempting to complete their studies	D.2.1	41
	Plan for expansion of extensive outreach and support services for DSPS students with education goal to earn a degree, certificate or transfer	D.2.3	41

Summer 2016	Complete examination of course rotation and schedule patterns	A.1.2	32
	Plan for expansion and increased outreach and support services for ESL students.	C.2.2	36
	Develop career pathways for students	D.1.5	39

	Identify refinements of course rotation and scheduling patterns	A.1.2	32
	Integrate support for foster youth in the Summer Bridge and First Year Experience (FYE)	B.1.4	34
	Begin implementation of increased outreach and support services to African American students	C.1.2	35
	Begin to implement a set of mandatory orientation experiences for the College's underprepared students.	C.1.3	35
	Begin implementation for expansion and increased outreach and support services for ESL students.	C.2.2	36
	Begin implementation of a set of mandatory orientation experiences for underprepared students	C.2.3	36
	Begin implementation of developing tools/resources and professional development activities that help faculty identify signs of potential learning disabilities	C.3.3	37
Fall 2016	Begin implementation of outreach and support services for DSPS students enrolled in English basic skills courses	C.3.4	37
	Purchase, install and test student portal	D.1.1	38
	Install and test software for degree audit systems	D.1.2	38
	Develop strategies on effective follow-up and early alert practices	D.1.3	39
	Develop and implement professional development activities and training to assist faculty and staff identify potential needs of students	D.1.4	39
	Develop outreach materials to communicate pathways	D.1.5	39
	Begin implementation for expansion and increased outreach and support services for students in affeced group will receive appropriate and strategic follow-up services	D.1.6	40
	Begin implementation of expansion of extensive outreach and support services for DSPS students with education goal to earn a degree, certificate or transfer	D.2.3	41

Summer 2017	Complete website improvement	A.1.3	32

Student Equity Plan - Student Success Timeline of Activities

Spring 2017	Continue implementation of increased outreach and support services to African American students	C.1.2	
	Continue implementation of a set of mandatory orientation experiences for the College's underprepared students.	C.1.3	
	Continue implementation for expansion and increased outreach and support services for ESL students.	C.2.2	36
	Continue implementation of a set of mandatory orientation experiences for underprepared students	C.2.3	36
	Implement strategies to utilize research findings and develop and implement strategies to support DSPS students to complete their studies	C.3.2	37
	Continue implementation of developing tools/resources and professional development activities that help faculty identify signs of potential learning disabilities	C.3.3	37
	Continue implementation of outreach and support services for DSPS students enrolled in English basic skills courses	C.3.4	37
	Pilot student portal	D.1.1	38
	Prototype software for degree audit systems	D.1.2	38
	Prototype effective follow-up and early alert practices	D.1.3	39
	Implement professional development activities and training to assist faculty and staff identify potential needs of students	D.1.4	39
	Continue implementation for expansion and increased outreach and support services for students in affeced group will receive appropriate and strategic follow-up services	D.1.6	40
	Implement strategies to support DSPS students to complete their studies	D.2.2	41
	Continue implementation of expansion of extensive outreach and support services for DSPS students with education goal to earn a degree, certificate or transfer	D.2.3	41

Fall 2017	Implement student portal	D.1.1	38
	Begin implementation of software for degree audit systems	D.1.2	38
	Begin implementation of effective follow-up and early alert practices	D.1.3	39