



**STUDENT SUCCESS AND EQUITY
COUNCIL MEETING
AGENDA
July 10, 2015**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: July 10, 2015
	<input type="checkbox"/>	Product/Project	Starting Time: 9:00 a.m.
	<input type="checkbox"/>	Special	Ending Time: 11:00 a.m.
			Place: AA-140

CHAIR: Adrian Gonzales
Dan Sourbeer
Greg Larson

MEMBERS: Anfinson, Antonecchia, Barton, Bongolan, Carrillo, DeMaris, DeHoyos, Dentoni, French, Gonzalez, Large, Lawson, Magnuson, Martinez, Nelson, Nunez, Ramirez, Rodriguez, Romain, Sivert, Snyder, Sosa, Stockert, Villalobos, Waite and Weller

RECORDER: Michelle LaVigueur

<u>Order of Agenda Items</u>	<u>Attachments</u>	<u>Time Allotted</u>
A. <u>MINUTES</u>		
1. Approve minutes of June 26, 2015		
B. <u>ACTION ITEMS/SECOND READING</u>		
C. <u>ACTION ITEMS/FIRST READING</u>		
1. SSEC Request for Funding	Exhibit A	20 minutes
D. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. Region X - 2015 Student Success & Equity Dialogue on Friday, July 31, 2015	Exhibit B	10 minutes
2. Workgroup Status Report		30 minutes
3. Propose Projects and Activities for Fall 2015, Spring 2016 and Summer 2016	Exhibit C	50 minutes
4. PaperClip Communications – A New Chapter Brochure		10 minutes

Next Meeting: July 24, 2015



**STUDENT SUCCESS AND EQUITY
COUNCIL MEETING
MINUTES
June 26, 2015**

CHAIR: Adrian Gonzales
Berta Cuaron
Greg Larson

MEMBERS: Anfinson, Antonecchia, Barton, Bongolan, French, Large, Martinez, Nunez, Rodriguez, Romain, Sivert, Sosa, Sourbeer, Villalobos and Waite.

ABSENT: Cuaron, DeHoyes, DeMaris, Dentoni, Gonzalez, Lawson, Magnuson, Moss, Nelson, Ramirez, Snyder, Stockert and Weller.

RECORDER: Michelle LaVigueur

GUESTS:

Order of Agenda Items	Attachments	Time Allotted
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A. MINUTES

1. Approval of Minutes for June 12, 2015

MSC – (Bongolan/Sourbeer): The minutes for June 12, 2015 were approved and accepted into the record with a correction to D1.

A. ACTION ITEMS/SECOND READING – None.

B. ACTION ITEMS/FIRST READING – None.

D. INFORMATION/DISCUSSION ITEMS

1. (Native Americans) Indian Trust Fund - Cobell Scholarships: 10 minutes
http://www.indiantrust.com/docs/2015_04%20AIGC%20Cobell%20Scholarship%20Fund.pdf
 Cynthia Anfinson discussed the background and opportunity of the Cobell Scholarship.

2. Workgroup Status Report: 20 minutes
 The Workgroups met for an hour during the Council meeting and then reported out:
 - Outreach/Retention: - Cynthia Anfinson reported out on the “Week of Welcome”:
 - Week of Welcome – Researching mold of the colleges listed below:
 - Mesa College
 - Pasadena College
 - Mira Costa College
 - Materials
 - Access: - Katy French reported out:
 - Counseling (Foster Youth/Veterans)
 - Access to Technology (Blackboard/eServices)
 - Pathways: - Shayla Sivert reported out:
 - Define specific pathways
 - Student handbook
 - Student Portal
 - Define dollar amount
 - Technology: - Shayla Sivert reported out:
 - Considering purchasing the Hobsons/Starfish software/speaking with consultants

- Research: Michelle Barton reported out:
 - Disproportionate Analysis
 - Research parts of plan
 - Automated tracking – short
 - Research studies - focused
 - Hire analyst - CSSE

- 3. Propose Projects and Activities for Fall 2015, Spring 2016 and Summer 2016: - To be discussed at the next SSEC meeting 60 minutes

- 4. Workgroup Meeting Logistics: 20 minutes
 - i. Attendance Tracking – Workgroups will identify a lead member to keep track of the dates and times they are meeting in Workgroups outside of SSEC during summer 2015.
 - ii. NOHE's – Lead workgroup member will submit the total dates and times faculty met outside of SSEC during the summer to Michelle LaVigueur on July 24th, 2015.
 - iii. Scheduling – Classified staff members who are meeting in a Workgroup outside of a regular work day should coordinate scheduling with their supervisor.

- 5. Project Profile Template 10 minutes

VP Gonzales reviewed the SSEC request for funding template, and the Acceptable and Unacceptable Uses of Student Equity Funds for FY 2014 - 2015 from the Chancellor's Office website:
<http://extranet.cccco.edu/Portals/1/SSSP/StudentEquity/Student%20Equity%20Expenditure%20Guidelines%202014-15.pdf>

There was discussion on the acceptable and unacceptable uses of the student equity funds. Michelle Barton mentioned she will send VP Gonzales a budget template from IRP's grant programs. The request for funding will be sent out to SSEC for review.

- 6. Other:

VP Gonzales discussed the current transitions occurring at the college. Dean Brian Stockert and Dr. Kendyl Magnuson will be acting Co-Vice Presidents of Student Services beginning on July 1, 2015. Our Director of Student Success and Student Equity and Manager of Orientation and Follow-Up Services should be hired by the end of July 2015.

Meeting was adjourned at 11:05 a.m.

Next Meeting: July 10, 2015

Student Success and Equity Council REQUEST FOR FUNDING

The purpose of the Student Success & Equity Council is to serve as the steering committee that leads the development of the Student Success and Support Program (3SP) and Student Equity plans for the District, in addition to supporting, monitoring and reviewing progress toward meeting the goals and activities listed within each plan.

To this end, the SSEC will support efforts that seek to impact and address the success of student target disproportionate impact groups. Faculty and staff who are interested in seeking access to student equity resources should take the following steps and submit the SSEC Funding Request Form to the SSEC.

Process to Request Funds:

Step 1: Review Student Equity Plan

Step 2: Identify Key Partners and research-based strategies that will address the identified goals/activities of Student Equity Plan

Step 3: Complete the SSEC Funding Request Form

Step 4: Submit Form to SSEC for Review and Approval

Please review the *Acceptable and Unacceptable Uses of Student Equity Funds for FY 2014 - 2015* as provided by the Chancellor’s Office prior to submitting a request for funding support.

<http://extranet.cccco.edu/Portals/1/SSSP/StudentEquity/Student%20Equity%20Expenditure%20Guidelines%202014-15.pdf>

Contact for Questions:

- Adrian Gonzales - adriangonzales@palomar.edu or x2158
- Dan Sourbeer – dsourbeer@palomar.edu or x2521
- Greg Larson – glarson@palomar.edu or x3642
- Michelle LaVigueur – mlavigueur@palomar.edu or x2826

Workgroup/Department(s):
Workgroup/Department(s) Participants:
Lead Person(s) Contact Number:

1. Project Title:
2. Please provide a brief description of your project:
3. What activities will occur:

4. Who is the target disproportionate impact group:
5. What strategies will be employed:
6. What research supports your proposed approach:
7. What is your timeline:
8. What is your anticipated outcome:
9. How will you evaluate the success/research of your project and what research information will you need:
10. List Goals/Activities in the Student Equity Plan that you are addressing:
11. Identify Available Funding Resources that you will access:

<u>Identify Funding Needed from Student Equity:</u>	<u>Amount</u>
1. Staff/pay rate/hours/benefits: Hourly: Classified: Faculty: Consultants:	
2. Supplies/Materials:	
3. Equipment:	
4. Services:	
5. Printing:	
6. Mailing:	
7. Travel:	
8. Food	
9. Facilities Needed:	
10. Other:	
Total Cost of Project:	

Additional comments:

The Region 10 Chief Instructional Officers & Chief Student Services Officers

Present:

2015 Student Success & Equity Dialogue

Free!

Friday, July 31, 2015

8:30 am—3:00 pm (*Continental Breakfast & Lunch Provided*)

**Continuing Education at Mesa College
Room 118/120
7350 Armstrong Place
San Diego, CA 92111**

The 2015 Student Success & Equity Dialogue was created to provide Region 10 colleges with the opportunity to strengthen their success and equity efforts through sharing and collaboration.

Participants will have the opportunity to:

- Explore effective approaches that integrate “siloes” plans and establish essential connections between instruction and student services
- Engage in dialogue with colleagues about promising, scalable and high impact practices leading to improved student outcomes
- Strengthen Region 10’s capacity to support student success and equity

The event is “organically” grown by members of the Region 10 community colleges. The conference builds upon earlier discussions in Region 10 focused on building a regional synergy and fostering an integrated approach to student success and equity planning.

Region 10 faculty, staff, and administrators engaged in student success and equity planning efforts are invited to attend! (Limit: 10 per college)

RSVP by July 27 to: Julianna Barnes, VPSS, San Diego Mesa College, jbarnes@sdccd.edu
(619) 388-2678

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
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

Summer 2015	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
	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

Fall 2015	Begin implementation 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
	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 affected 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

Student Equity Plan - Student Success Timeline of Activities

Fall 2016	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
	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 affected 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

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 affected 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
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