PALOMAR COLLEGE
Learning for Success

STUDENT SUCCESS AND EQUITY COUNCIL MEETING AGENDA
July 24, 2015

MEETING TYPE:

X	**Staff**	
	Product/Project	
	Special	

Date:	**July 24, 2015**
Starting Time:	**9:00 a.m.**
Ending Time:	**11:00 a.m.**
Place:	**AA-140**

CHAIR: VP Adrian Gonzales
Interim VP 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

Order of Agenda Items	Attachments	Time Allotted
A. MINUTES		
1. Approve minutes of July 10, 2015		
B. ACTION ITEMS/SECOND READING		
1. SSEC Request for Funding form	Exhibit A	20 minutes
C. ACTION ITEMS/FIRST READING		
D. INFORMATION/DISCUSSION ITEMS		
1. Workgroup Structure - Discuss	Exhibit B	20 minutes
2. Region X – 2015 Student Success & Equity Dialogue presentation		20 minutes
3. PaperClip Communications – A New Chapter Brochure updates - Marti Snyder		10 minutes
4. Certification in Teaching Men of Color in Community Colleges **http://coralearning.org/team/tcmoc/** on August 3-7 or August 17-21, 2015		15 minutes
5. Hiring update: Director, Student Success and Student Equity		10 minutes
6. Workgroup Status Report		25 minutes

Next Meeting: August 28, 2015

PALOMAR COLLEGE
Learning for Success

CHAIR:	Adrian Gonzales	MEMBERS:	Anfinson, Antonecchia, Bongolan, French, Large, Magnuson, Nelson, Nunez, Ramirez, Rodriguez, Romain, Snyder, Sosa, Stockert, Villalobos, Waite and Weller.
	Dan Sourbeer		
	Greg Larson	ABSENT:	Barton, DeHoyos, DeMaris, Dentoni, Gonzalez, Lawson, Martinez and Sivert.

| RECORDER: | Michelle LaVigueur | GUESTS: | |

Order of Agenda Items	Attachments	Time Allotted

A. MINUTES

1. **Approval of Minutes for June 26, 2015**
   MSC – (Sourbeer/Stockert): The minutes for June 26, 2015 were approved and accepted into the record with abstentions from Wendy Nelson, Marti Snyder and Dr. Kendyl Magnuson.

A. ACTION ITEMS/SECOND READING – None.

B. ACTION ITEMS/FIRST READING –

1. **SSEC Request for Funding**   Exhibit A   20 minutes
   The following suggestions were given regarding the draft SSEC Request for Funding:
   - Attach a direct link to the Student Equity Plan and SSSP Plan
   - Goal/Activities listed before the Project Title
   - Call out the target disproportionate impact groups
   - Link the activities and strategies or list the strategies first.
   - Briefly describe the problem they are addressing.
   - Deadlines:
     o fall request = March; spring request = October
   This item will be brought for second reading at the next meeting.

D. INFORMATION/DISCUSSION ITEMS

1. **Region X – 2015 Student Success & Equity Dialogue**   Exhibit B   10 minutes
   On Friday, July 31, 2015
   VP Gonzales discussed the Student Success & Equity Dialogue opportunity at Mesa College on Friday, July 31, 2015. Glyn Bongolan, Ellen Weller, Interim VP Dan Sourbeer, Dr. Kendyl Magnuson, Wendy Nelson and Elvia Nunez expressed interest in attending. The attendance limit is ten per college.

2. **Workgroup Status Report:**   20 minutes
   VP Gonzales advised the workgroups to be identifying concrete items, events, resources, etc.
   - Outreach/Retention: - Dean Brian Stockert reported out:
     o Workgroups need clarification regarding direction
     o Retention – high touch at key momentum points
     o Get instructional faculty more involved in advising
     o Have instructors include resources on syllabuses
     o Week of Welcome

- Access/Outreach: - Dr. Magnuson reported out:
  - o Define roles/activities
- Student Pathways: - Dan reported out:
  - o Define specific pathways

3. **Propose Projects and Activities for Fall 2015, Spring 2016 and Summer 2016:** Exhibit C   50 minutes

   VP Gonzales reviewed the Student Equity Plan – Student Success Timeline of Activities. Goals accomplished and goals in progress for spring 2015, summer 2015 and fall 2015 were discussed.

   - Spring 2015 – goals accomplished:
     - o Hired a Foster Youth Adjunct Counselor. There was discussion on ways to better connect the Foster Youth Adjunct Counselor with our students.
   - Spring 2015 – goals in progress:
     - o Identify data collection and research needs on Veteran's and Foster Youth
     - o Identify Foster Youth in the college's database
     - o Expanding Summer Bridge/ESL Summer Bridge and FYE
   - Summer 2015 – goals accomplished:
     - o Improved college website
   - Summer 2015 – goals in progress:
     - o Hiring webmaster
     - o Hiring institutional researcher
     - o Developing mandatory orientation experiences for underprepared students
     - o Hiring IT Project Manager
     - o Reviewing current planning and degree audit systems
     - o Conducting research of effective follow-up and early alert practices
   - Fall 2015 – goals to be addressed:
     - o Expanding role and responsibility of Foster Youth liaison
     - o Expanding outreach programs to Veterans, Foster Youth, Summer Bridge, FYE and DSPS
     - o High demand CTE programs

4. **PaperClip Communications – A New Chapter Brochure:** 10 minutes

   VP Gonzales discussed the New Chapter Brochure from PaperClip Communications designed to assist parents with students transitioning into college. There was discussion on the pros and cons of the brochure and Marti Snyder volunteered to recreate it with the feedback the Council provided.

5. **Other:**

   VP Gonzales brought up the website http://cccedplan.org/ and reported the state will be transitioning from Compass to the State Assessment for assessment testing.

   He recommended visiting these sites on the Education Planning Initiative's website for further information:

   - Self Assessment and Career Exploration Tool: http://cccedplan.org/2-uncategorised/21-rfp-notice-ccctc-15-02-self-assessment-and-career-exploration-tool%20-
   - Telecommunications and Technology information: http://extranet.cccco.edu/Divisions/TechResearchInfoSys/Telecom.aspx

Meeting was adjourned at 11:10 a.m.

Next Meeting: July 24, 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 contributes to the development and implementation of the Student Success and Support Program (3SP) and Student Equity plans for the District. In this role, the SSEC will support, monitor and review the College's progress toward meeting the goals and activities listed within each plan.

To this end, the SSEC will support efforts that seek to positively impact the success of students identified as part of the "disproportionate impact" groups within the Student Equity Plan. SSEC workgroups should utilize this form to outline proposed intervention strategies and to request access to Student Equity funding. Additionally, faculty and staff outside of the SSEC who would like to develop and implement intervention strategies for identified "disproportionate impact" groups may also utilize this form to request Student Equity funding.

Process to Request Funds

Prior to submitting a request for funding, it is highly recommended that requestors 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

Step 1:	Review Student Equity Plan
Step 2:	Identify research-based intervention strategies that will address identified goals/activities within the Student Equity Plan
Step 3:	Complete the SSEC Funding Request Form
Step 4:	Submit Form to SSEC for Review and Approval

Deadline to Request Funding

SSEC workgroups may submit funding requests at any point throughout the academic year. Once a request is submitted, it will be reviewed at the next scheduled SSEC meeting.

Funding requests submitted by faculty and staff outside of the SSEC workgroups should plan to submit requests in the semester prior to the proposed date of implementation. Fall funding requests will be reviewed at the first SSEC meeting in March and Spring funding requests will be reviewed at the 1st SSEC meeting in October. Funding requests should be submitted to SSEC at least two weeks prior to the respective meetings.

Contact for Questions:
- Director of Student Success and Equity, email, ext.
- Michelle LaVigueur – mlavigueur@palomar.edu or x2826

Student Success and Equity Council
REQUEST FOR FUNDING

Primary Contact Person(s): _____   Ext.: _____

Workgroup/Department(s): _____

List of Partners/Participants: (please list name and department)

1. Project Title:
2. Brief Description of proposed project and issue(s) you plan to address:

3. Identify the proposed target "disproportionate impact" group(s) to you impact:
 	
    • **Veterans**
    • **Foster Youth**
    • **African-American**
    • **Latino**
    • **Ages 20-24**
    • **Disabled**

4. Identify the specific goals/activities from SE Plan that you will address: **http://www2.palomar.edu/pages/ssec/files/2015/01/Student-Equity-Plan-GB-Approved-11.12.14.pdf**

5. Describe your proposed intervention strategies/activities:
6. Describe your implementation timeline:
7. Identify the research studies that support your proposed intervention(s):
8. Describe your anticipated outcome(s):
9. How do you plan to evaluate progress toward these outcome(s):
10. What evaluation support do you anticipate needing from the Institutional Research Office:
11. Identify the available funding resources that you will have access to (not SE or 3SP):

Funding Requested from Student Equity:

Budget Category	Item Description	Amount
1. Staff Identify pay rate/hours/benefits: Hourly Employees Classified Staff 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:		

SSEC Workgroup Membership 2015-16

Main Workgroups   **Crossover Workgroups**

Access & Outreach	Retention	Student Pathways	Technology	Research & Evaluation
Marti Snyder	Martha Martinez	Rosie Antonecchia	Glyn Bongolan	Michelle Barton
Ellen Weller	Jorge Villalobos	Glyn Bongolan	Grace Robertson	Michael Large
Grace Robertson	Gary Sosa	Wendy Nelson	Katy French	Grace Robertson
Anel Gonzalez	Cindy Anfinson	Shayla Sivert	Cindy Anfinson	
Lisa Romain	Lawrence Lawson	Ellen Weller	Shayla Sivert	
Kendyl Magnuson	Michael Large	Michelle Barton	Kendyl Magnuson	
Jose Ramirez	Brian Stockert	Elvia Nunez		
Sherri Goldsmith		P.J. DeMaris		
Katy French		Dan Sourbeer		
		Lori Waite		