



**STUDENT SUCCESS AND EQUITY
COUNCIL MEETING
AGENDA
August 28, 2015**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: August 28, 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: Interim Superintendent/President,
Adrian Gonzales

Interim VP for Instruction, Dan Sourbeer

Faculty Senate President, 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, Squires, Stockert, Villalobos, Waite and Weller.

RECORDER: Michelle LaVigueur

<u>Order of Agenda Items</u>	<u>Attachments</u>	<u>Time Allotted</u>
A. <u>WELCOME</u>		
B. <u>MINUTES</u>		
1. Approve minutes of July 24, 2015		
C. <u>ACTION ITEMS/SECOND READING</u>		
1. SSEC Request for Funding form	Exhibit A	20 minutes
D. <u>ACTION ITEMS/FIRST READING</u>		
E. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. Student Equity Funding Requests		
i. Tarde de Familia - Dean Jack Kahn/Guests		
ii. Week of Welcome – Cynthia Anfinson		
iii. Student Lingo Workshop – Rosie Antonecchia		20 minutes
2. Parent Brochure updates -Marti Snyder		5 minutes
3. Certification in Teaching Men of Color in Community Colleges http://coralearning.org/team/tcmoc/ on August 3-7 or August 17-21, 2015 – Report out		15 minutes
4. Region X – 2015 Student Success & Equity Dialogue – Report out		15 minutes
5. Workgroup Status Report		25 minutes
6. Staffing Update		10 minutes
7. Review of SSEC Membership		10 minutes

Next Meeting: September 11, 2015



**STUDENT SUCCESS AND EQUITY
COUNCIL MEETING
MINUTES
July 24, 2015**

TRI-CHAIRS: Interim Superintendent/President,
Adrian Gonzales

Interim, VP for Instruction,
Dan Sourbeer

Faculty Senate President, Greg Larson

MEMBERS: Anfinson, Barton, Bongolan, DeMaris,
Gonzalez, Magnuson, Nunez, Ramirez, Rodriguez, Romain,
Sivert, Snyder, Sosa, Villalobos, Waite and Weller.

ABSENT: Antonecchia, DeHoyes, Dentoni, French, Large,
Lawson, Martinez, Nelson and Stockert.

RECORDER: Michelle LaVigueur

GUESTS:

Order of Agenda Items	Attachments	Time Allotted
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A. MINUTES

1. Approval of Minutes for July 10, 2015

MSC – (Sourbeer/Sivert): The minutes for July 10, 2015 were approved and accepted into the record with abstentions from Shayla Sivert and Cynthia Anfinson. There was a correction with regards to Cynthia Anfinson's absence.

Minutes, agendas and attachments are posted on the following Palomar College website:
<http://www2.palomar.edu/pages/ssec/minutes-and-agendas/>

A. ACTION ITEMS/SECOND READING –

1. SSEC Request for Funding form:

Exhibit A 20 minutes

Interim Superintendent/President Gonzales noted that once this form is complete, the SSEC members/Workgroups will be able to submit it as an agenda item to the Council at any time during the academic year. The Council will then discuss and vote on the request. Members of the campus community outside of SSEC will be allowed to submit requests for funding to the Council twice a year, following the fall and spring deadlines. This funding form will only be used to access Student Equity funds at this time. There was discussion on standardizing this form to be used across campus for various groups to request funds. On an annual basis, SSEC will determine how much funding will be made available for inside requests and requests from outside groups. The Director, Student Success and Student Equity will be responsible for providing information on Student Equity to the campus community and guiding them through the funding process. The Council will keep a list of approved requests on the SSEC website.

Interim Superintendent/President Gonzales reviewed the SSEC Request for Funding form with the Council in detail. It will be approved at the next meeting on August 28, 2015 with the suggested edits.

2. ACTION ITEMS/FIRST READING – None.

D. INFORMATION/DISCUSSION ITEMS

1. Workgroup Structure:

Exhibit B 20 minutes

Interim Superintendent/President Gonzales brought up the "SSEC Workgroup Membership 2015-16" Exhibit on the projector and discussed the structure of the workgroups. Timelines, activities and process were addressed. There was discussion on:

- Developing an action plan
- Reaching out to the campus community already engaged in similar activities
- Hiring a consultant to assist with the process
- Target work to specific groups

2. Region X – 2015 Student Success & Equity Dialogue presentation:
Exhibit C 20 minutes
Interim Superintendent/President Gonzales advised that those going to the conference at Mesa College on Friday, July 31, 2015 will be sharing about initiatives that have impacted Student Equity. This year they will include Tarde de Familia/Parent Institute and Summer Bridge/FYE.
3. PaperClip Communications – A New Chapter Brochure update
- Marti Snyder: 10 minutes
Marti discussed the revamp of the parent brochure. There was discussion on the content of the brochure. Interim Superintendent/President Gonzales suggested a group of people meet to discuss restructuring and condensing the brochure into a simple informational document for parents with students transitioning from high school into college. This will be brought back to the Council once a draft is complete.
4. Certification in Teaching Men of Color in Community Colleges 15 minutes
<http://coralearning.org/team/tcmoc/> on August 3-7 or August 17-21, 2015:
Interim Superintendent/President Gonzales discussed this online program developed by J. Luke Wood, Ph.D. and Frank Harris III, Ed.D. He suggested we offer the training to faculty through our Professional Development department and fund it with Student Equity funds. The Council agreed.
5. Hiring update: Director, Student Success and Student Equity 10 minutes
Dr. Kendyl Magnuson reported that the committee interviewed the first level candidates on Thursday, July 16 and Friday, July 17, 2015. Three candidates will be moving forward to second level interviews on Wednesday, July 29, 2015. There was discussion on the hiring process.
6. Workgroup Status Report: 25 minutes
Student Pathways update:
Shayla Sivert brought up the draft Excel spreadsheet on the projector titled “The Big Picture”, which is a visual to take into consideration regarding Student Pathways. She discussed the following:
 - Student checkpoints at various unit completion points from pre-matric to graduation.
 - Academic Pathways include Transfer, AA, Certificate and Workplace Improvement.
 - Academic Support include Student Education Planning, Summer Bridge, Early Alert, Financial Aid, First Year Experience, Tutoring, Village Mentoring Program and Study Skill Workshops.
 - Faculty Informed Challenges
 - Career Support & Pathways include declaring a major/career, undeclared major/career and career workshops.
 - Student Social Support include Student Clubs and ASG activities.
 - Target groups include Veterans, DRC, African American and Hispanic Males.
 - Family Support include Tarde de Familia and Family Institute
 - Education Planning Study Tips

Meeting was adjourned at 11:10 a.m.

**Palomar College - Student Success & Equity Council
2015 – 2016 Membership List and Meeting Schedule**

<http://www2.palomar.edu/pages/ssec/>

Council Tri-Chairs:

Adrian Gonzales, Interim Superintendent/President
Dan Sourbeer, Interim Vice President for Instruction
Greg Larson, Faculty Senate President

Council Members:

Name	Representing	Constituent Group
Cynthia Anfinson	Basic Skills Committee	Faculty
Jorge Villalobos	Basic Skills Committee	Faculty
Wendy Nelson	Instructional Planning Council	Faculty
	Instructional Planning Council	Faculty
Rosie Antonecchia	SS Planning Council	Faculty
Michael Large	SS Planning Council	Faculty
Katy French	Reading	Faculty
Martha Martinez	Math	Faculty
Monica Rodriguez	English	Faculty
Larry Lawson/Gary Sosa	ESL	Faculty
Lori Waite	Disability Resource Center	Faculty
Lisa Romain	Counseling	Faculty
Elvia Nunez-Riebel	Counseling	Faculty
Annette Squires	At-large (instruction)	Faculty
Glyn Bongolan	At-large (student services)	Faculty
Ellen Weller	Senator (Faculty Senate)	Faculty
P.J. DeMaris	Senator (Faculty Senate)	Faculty
Kendyl Magnuson	Administrators Association	AA
Cecilia Rocha	CAST	CAST
Anel Gonzalez	Council for Classified Employees	CCE
Marti Snyder	Council for Classified Employees	CCE
Brian Stockert	Dean (Student Services)	Dean
Jack Kahn	Dean (Instruction)	Dean
Shayla Sivert	Dean (Instruction)	Dean
Jose Luis Ramirez	Assessment Supervisor	CAST
Michelle Barton	Sr. Director IP & R	AA
Brian Stockert	3SP Coordinator	-
Michael Dentoni	ASG	Student
Robert DeHoyos	ASG	Student

Meets Second & Fourth Fridays of the month from 9:00 – 11:00 a.m. in AA-140

Fall 2015 dates

August 28, 2015
September 11, 2015
September 25, 2015
October 9, 2015
October 23, 2015
November 13, 2015

Spring 2016 dates

January 22, 2016
February 26, 2016
March 11, 2016
April 8, 2016
April 22, 2016
May 13, 2016

STUDENT SUCCESS AND EQUITY COUNCIL

Role

The Student Success and Equity Council (SSE) will serve as a steering committee that leads the development of the Student Success and Support Program (3SP) and Student Equity Plan for the District.

The SSE Council will assist in preparing the 3SP and Student Equity Plan, monitoring the District's progress toward meeting the goals in each plan, and review and update each plan as needed. The SSE Council will coordinate its activities with those of the other Planning Councils, Curriculum Committee, Registration Committee, EEO Advisory Committee, Basic Skills Committee and other District committees as necessary.

Products

- Student Equity Plan
- Student Success and Support Plan

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Second and Fourth Friday of the month from 9:00 a.m. to 11:00 a.m.

Chair

Faculty Senate President, Vice President for Instruction, Vice President for Student Services

Members

- Two faculty members as appointed by Basic Skills Committee
- Two faculty members as appointed by Instructional Planning Council
- Two faculty members as appointed by Student Services Planning Council
- One faculty member from Reading Department as appointed by the Faculty Senate
- One faculty member from Math Department as appointed by the Faculty Senate
- One faculty member from English Department as appointed by the Faculty Senate
- One faculty member from ESL Department as appointed by the Faculty Senate
- One faculty member from Disability Resource Center as appointed by the Faculty Senate
- Two faculty counselors as appointed by the Faculty Senate
- One faculty member at-large (instruction) as appointed by the Faculty Senate
- One faculty member at-large (student services) as appointed by the Faculty Senate
- Two faculty senators as appointed by the Faculty Senate
- One AA representative as appointed by the Administrators Association
- One CAST representative as appointed by the CAST
- Two classified staff representative as appointed by CCE
- One Dean - Student Services
- Two Deans – Instruction
- One Assessment Supervisor
- One Senior Director of Institutional Planning and Research
- One 3SP Coordinator

Approved by SPC 11-04-2014

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, requestors must 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>

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|---------|--|
| Step 1: | Review Student Equity Plan:
http://www2.palomar.edu/pages/ssec/files/2015/01/Student-Equity-Plan-GB-Approved-11.12.14.pdf |
| 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 be submitted in the semester prior to the proposed date of implementation. Funding requests for fall semester implementation will be reviewed at the first SSEC meeting in March. Funding requests for spring implementation will be reviewed at the first SSEC meeting in October. They will need to be submitted to SSEC at least two weeks prior to the respective meetings.

Contact for Questions:

- Director of Student Success and Student Equity – email or x
- Michelle LaVigueur, Executive Assistant to the VP of Student Services – mlavigueur@palomar.edu or x2826

**Student Success and Equity Council
REQUEST FOR FUNDING**

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

Program/Workgroup/Department(s): _____

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

1. Project Title:
2. Brief Description of proposed project and issue(s) you plan to address (not to exceed 250 words):
3. Identify the proposed target “disproportionate impact” group(s) to be impacted: <input type="checkbox"/> Veterans <input type="checkbox"/> Foster Youth <input type="checkbox"/> African-American <input type="checkbox"/> Latino <input type="checkbox"/> Ages 25-49 <input type="checkbox"/> Students with Disabilities
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. Reference and explain the research studies that support your proposed intervention(s):

8. Describe your anticipated outcome(s):

9. Describe how you plan to evaluate progress toward these outcome(s):

10. Identify the evaluation support you anticipate needing from the Institutional Research Office:

11. Excluding SE and SSSP, identify the available funding resources (sources and amounts) that you will have access to:

Funding Requested from Student Equity:

I have read the Acceptable and Unacceptable Uses of Student Equity Funds for Fiscal Year 2014 – 2015.

<u>Budget Category</u>	<u>Item Description</u>	<u>Quantity Needed</u>	<u>Total Amount</u>
1. Staff Identify pay rate/hours/benefits (link to Fiscal Services benefits worksheet below): http://www.palomar.edu/fiscal_services/LeftNav/Forms.html 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:			