



**STUDENT SUCCESS AND EQUITY
COUNCIL MEETING
AGENDA
April 22, 2016**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: April 22, 2016
	<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,
Caldwell, DeMaris, Diaz, French, Gonzalez, Hopp, Kahn,
Lawson, Magnuson, Martinez, J. Nelson, W. Nelson, Nunez,
Ordille, Ramirez, Rodriguez, Romain, Sivert, Snyder, Sosa,
Squires, Stockert, Villalobos, Waite and Weller.

RECORDER: Michelle LaVigueur

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. Approve minutes of April 8, 2016		
B. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. Report out from the <i>Integrating Cultural Competency into Instruction, Assignments and Assessment Workshop</i> held on April 15-16 at San Diego City College – Wendy Nelson		5 minutes
2. Workgroup Membership Schedule for AY 2016-17	Exhibit A	5 minutes
3. Proposal for Summer 2016 SSEC Activity – Olga Diaz		5 minutes
4. Council Reading: <i>Redesigning America’s Community Colleges – A Clearer Path to Student Success</i> – Michelle Barton		5 minutes
5. Workgroup Confer and Report Out		95 minutes
C. <u>ACTION ITEMS/FIRST READING</u> – None.		
D. <u>ACTION ITEMS/SECOND READING</u>		
1. Add Manager of Orientation and Follow-up Services to SSEC Membership	Exhibit B	5 minutes
E. <u>OTHER BUSINESS</u>		

Next Meeting: Friday, May 13, 2016



**STUDENT SUCCESS AND EQUITY
COUNCIL MEETING
MINUTES
April 8, 2016**

CHAIRS: Interim Superintendent/President,
Adrian Gonzales

Interim VP for Instruction, Dan Sourbeer

Faculty Senate President, Greg Larson

MEMBERS: Anfinson, Barton, Bongolan, DeMaris, Diaz,
Kahn, Magnuson, Martinez, J. Nelson, W. Nelson, Ordille,
Ramirez, Rodriguez P., Romain, Sivert, Squires, Waite and
Weller.

ABSENT: Aguilera, Antonecchia, French, Gonzalez, Hopp,
Nunez, M. Rodriguez, Sosa and Stockert.

RECORDER: Michelle LaVigueur

GUESTS: Michael Large, Cesar Mayorga, Nancy Moreno,
Rosalinda Tovar

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. <u>Approve minutes of March 11, 2016:</u> MSC – (Sourbeer/Bongolan): The minutes for March 11, 2016 were approved and accepted into the record with abstentions from Michelle Barton, Martha Martinez, Wendy Nelson and Jose Ramirez.		
B. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. <u>Review Fall 2016 Funding Requests in Ranking Order:</u>	Exhibit A	90 minutes
Interim Superintendent/President Adrian Gonzales led the discussion on the ranking results from the fall 2016 funding requests. All applicants will meet with Olga Diaz individually to refine requests to accurately support the SE plan. The following recommendations were noted during the discussion:		
<ul style="list-style-type: none"> • Refine funding request application to include more detailed information regarding impact to DI groups. • Include more emphasis on linkage to the SE plan/DI groups in the research portion of the application. • Strengthen the linkages between strategies for each DI group. • Note that the SE funding is “categorical” in nature and may be reduced in the future. • Develop a model funding request to aid new applicants (include a proposal, workshop, advisors, etc.). • Link the DI groups in with the institutional goals, processes and services already in place. • Develop an evaluation and tracking system to assess how the funds are being used to focus on the needs of each DI group as identified in the SE plan. Stay within the SE regulations. • Create relationships with one applicant from each of the funding requests to assist in tracking their budgeted allocation. <ul style="list-style-type: none"> ○ Create separate budget codes for each request. • Discuss with the Foundation the possibility of identifying funds for celebratory events/create a reasonable dollar amount for food requests. • Ensure the applicants with approved funding requests are reporting back to the SSEC. • Advise any applicants with denied funding requests to meet with Olga Diaz to reshape requests, ensuring they support the SE plan. • Provide IRP with reasonable lead time on any SSSP/SE related requests. 		
a. <u>Math Tutoring Center – Cynthia Anfinson</u>		
<ul style="list-style-type: none"> ▪ Ranked #1 – Review the DI groups from the SE plan and refine request. 		
b. <u>Foster Youth – Cari Martinez</u>		
<ul style="list-style-type: none"> ▪ Ranked #2 – <ul style="list-style-type: none"> ➤ Refine request to support student success. ➤ Integrate request with our EOPS/CARE program. ➤ Create a more explicit bridge with CSUSM’s FY program. 		

- c. Tarde de Familia – Dr. Jack Kahn and Anel Gonzalez
 - Ranked #3 – Reshape to focus on current students/campus community.
- d. TLC Funding – Debra Avila
 - Ranked #4
- e. TLC/FYE Counselors – Shayla Sivert
 - Ranked #5
- f. MEChA – Fabiola Hernandez
 - Ranked #6
 - Graduation – The celebration is not SE allowable; refocus on continuing students.
 - Youth Conference – Focus on continuing students, adding to their success.
 - Statewide conference – Focus on the broader impact to student success – reporting back to the campus community. Send students in specific DI groups, along with an advisor.
- g. Stats Methods Tutoring – Netta Schroer
 - Ranked #7 – Define the DI group and integrate into our Student Pathway group.
- h. Pathway to Law School – Kathleen Grove
 - Ranked #8 – Define the DI group and integrate into our Student Pathway group.
- i. FYE/Faculty Resource Coordinators – Shayla Sivert
 - Ranked #9
- j. Service Learning – Dr. Laurel Anderson
 - Ranked #10 – Target DI groups and integrate into the SE plan.

2. Upcoming Conference Opportunities:

5 minutes

- a. M2C3 – National Consortium on College Men of Color (NCCMC)
June 9-10, 2016 at SDSU - \$200.00 (Consortium members) or \$400.00 (Non-Consortium Members)
<https://interwork.sdsu.edu/forms/m2c3/registration.html>
Interim Superintendent/President Adrian Gonzales discussed sending a team to the conference with an expectation that they will bring information back for implementation. All attendees will be required to obtain approval from their supervisor prior to obtaining approval from the SSEC. Students are encouraged to attend and obtain approval from instructors if conferences interfere with class time.

C. ACTION ITEMS/FIRST READING

- 1. Add Manager of Orientation and Follow-up Services to SSEC Membership: Exhibit B 10 minutes
Interim Superintendent/President Adrian Gonzales led the discussion on adding the Manager of Orientation and Follow-up Services to the SSEC membership. Members were encouraged to discuss this with their constituent groups and it will be brought back for Second Reading at the next SSEC meeting on April 22, 2016. If approved, it will then go to SPC for approval.
- 2. Draft Evaluation Rubric for SSEC Funding Requests Exhibit C 10 minutes
-Cynthia Anfinson:
Interim Superintendent/President Adrian Gonzales discussed the rubric with the Council. Suggestions were made to align the funding request with the rubric, test it and bring it back for Second Reading on April 22, 2016.

D. ACTION ITEMS/SECOND READING – None.

E. OTHER BUSINESS

- 1. Workgroup Membership Schedule for AY 2016-17: 5 minutes
There was discussion on the SSEC meeting schedule for the new academic term aligning with the new compressed calendar. It was suggested to provide meeting rooms and have SharePoint sites set up for Workgroup meetings.
- 2. Michelle Barton reminded the Council of her suggestion to have members collectively read the book: *Redesigning America's Community Colleges - A Clearer Path to Student Success* and discuss at future Council meetings in the fall of 2016. Olga will purchase a supply of the books to distribute to the Council.

Meeting was adjourned at 10:58 a.m.

Next Meeting: April 22, 2016

**Palomar College - Student Success & Equity Council
2016 – 2017 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
	Basic Skills Committee	Faculty
Wendy Nelson	Instructional Planning Council	Faculty
Pete Ordille	Instructional Planning Council	Faculty
Rosie Antonecchia	SS Planning Council	Faculty
Veronica Aguilera	SS Planning Council	Faculty
Katy Farrell	Reading	Faculty
Martha Martinez	Math	Faculty
Monica Rodriguez	English	Faculty
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
Jennifer Nelson	CAST	CAST
Anel Gonzalez	Council for Classified Employees	CCE
Patti Rodriguez	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
Olga Diaz	3SP Coordinator	AA
Chris Hopp	ASG	Student
	ASG	Student

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

Fall 2016 dates

August 26, 2016
September 9, 2016
September 23, 2016
October 14, 2016
October 28, 2016
December 9, 2016

Spring 2017 dates

February 10, 2017
February 24, 2017
March 10, 2017
March 24, 2017
April 14, 2017
April 28, 2017
May 12, 2017



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Dan Sourbeer, Greg Larson, Adrian Gonzales **Date:** 4/22/16

Proposed Name of Requested Group: Student Success and Equity Council

X	Council		Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change

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 of Friday from 9:00 – 11:00 am

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

Members:
 2 faculty members as appointed by Basic Skills Committee
 2 faculty members as appointed by Instructional Planning Council
 2 faculty members as appointed by Student Services Planning Council
 1 faculty member from Reading Department as appointed by the Faculty Senate
 1 faculty member from Math Department as appointed by the Faculty Senate
 1 faculty member from English Department as appointed by the Faculty Senate
 1 faculty member from ESL Department as appointed by the Faculty Senate
 1 faculty member from Disability Resource Center as appointed by the Faculty Senate
 2 faculty counselors as appointed by the Faculty Senate
 1 faculty member at-large (instruction) as appointed by the Faculty Senate
 1 faculty member at-large (student services) as appointed by the Faculty Senate
 2 faculty senators as appointed by the Faculty Senate
 1 AA representative as appointed by the Administrators Association
 1 CAST representative as appointed by the CAST
 2 classified staff representatives as appointed by CCE
 1 Dean - Student Services
 2 Deans – Instruction
 1 Assessment Supervisor
 1 Senior Director of Institutional Planning and Research
 1 3SP Coordinator
 1 Manager of Orientation and Follow-up Services
 2 student representatives as appointed by the ASG

Approved by SPC: