



**STUDENT SUCCESS AND EQUITY  
COUNCIL MEETING  
AGENDA  
May 13, 2016**

<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/>	Staff	<b>Date:</b> <span style="color: red;">May 13, 2016</span>
	<input type="checkbox"/>	Product/Project	<b>Starting Time:</b> <span style="color: red;">9:00 a.m.</span>
	<input type="checkbox"/>	Special	<b>Ending Time:</b> <span style="color: red;">11:00 a.m.</span>
			<b>Place:</b> <span style="color: red;">AA-140</span>

**CHAIR:** Interim Superintendent/President,  
Adrian Gonzales

Interim VP for Instruction, Dan Sourbeer

Faculty Senate President, Greg Larson

**MEMBERS:** Anfinson, Aguilera, 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

<u>Order of Agenda Items</u>	<u>Attachments</u>	<u>Time Allotted</u>
<b>A. <u>MINUTES</u></b>		
1. Approve minutes of April 22, 2016		
<b>B. <u>INFORMATION/DISCUSSION ITEMS</u></b>		
1. Rosalinda Tovar – New CCE/AFT Representative		10 minutes
2. Summer Meeting Date – Olga Diaz	Exhibit A	20 minutes
3. SSSP and SE Program Audit Presentation – Olga Diaz	Exhibit B	25 minutes
4. Proposed Changes to Funding Request Form – Olga Diaz	Exhibit C	20 minutes
5. Upcoming Conference Opportunities: - Olga Diaz	Exhibit D	15 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) <a href="https://interwork.sdsu.edu/forms/m2c3/registration.html">https://interwork.sdsu.edu/forms/m2c3/registration.html</a>		
<b>C. <u>ACTION ITEMS/FIRST READING</u> – None.</b>		
<b>D. <u>ACTION ITEMS/SECOND READING</u> – None.</b>		
<b>E. <u>OTHER BUSINESS</u></b>		



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

**CHAIRS:** Interim Superintendent/President,  
Adrian Gonzales  
  
Interim VP for Instruction, Dan Sourbeer  
  
Faculty Senate President, Greg Larson

**MEMBERS:** Aguilera, Barton, Bongolan, DeMaris, Diaz,  
French, Kahn, Martinez, W. Nelson, Nunez, Ramirez, M.  
Rodriguez, Romain, Sivert, Stockert and Waite.

**ABSENT:** Anfinson, Antonecchia, Gonzales, Gonzalez,  
Hopp, Larson, Magnuson, J. Nelson, Ordille, P. Rodriguez,  
Sosa, Sourbeer, Squires and Weller.

**RECORDER:** Michelle LaVigueur

**GUESTS:** Michael Large, Nancy Moreno and Rosalinda  
Tovar.

Order of Agenda Items	Attachments	Time Allotted
<b>A. <u>MINUTES</u></b>		
<b>1. Approve minutes of April 8, 2016</b>		
MSC – (Sivert/Barton): The minutes for April 8, 2016 were approved and accepted into the record with an abstention from Veronica Aguilera.		
<b>B. <u>INFORMATION/DISCUSSION ITEMS</u></b>		
<b>1. Report out from the <i>Integrating Cultural Competency into Instruction, Assignments and Assessment Workshop held on April 15-16, 2016 at San Diego City College - Wendy Nelson</i></b>		5 minutes
Wendy Nelson and Katy Farrell reported that the cultural competency portion of the workshop was minimal. They spoke with Javarro Russell, Senior Research and Assessment Advisor at Educational Testing Service (ETS) to receive more detailed information on this topic. They discussed creating less biased testing and “awareness and fairness” was a theme around cultural competence.		
<b>2. Workgroup Membership Schedule for AY 2016-17</b>	Exhibit A	5 minutes
The proposed SSEC schedule for AY 2016-17 was discussed. There was a suggestion to add a meeting on November 18, 2016 since there will be no other meeting dates in November 2016 due to scheduled holidays.		
<b>3. Proposal for Summer 2016 SSEC Activity – Olga Diaz</b>		5 minutes
Olga Diaz led the discussion on proposed meeting dates for summer 2016. There was a consensus among the Council to hold one, four-hour meeting in mid-July 2016.		
<b>4. Council Reading: <i>Redesigning America’s Community Colleges – A Clearer Path to Student Success</i> – Michelle Barton</b>		5 minutes
The books were handed out to Council members and there was consensus among the group to have the first two chapters read by the first fall SSEC meeting on August 26, 2016.		
<b>5. Workgroup Confer and Report Out</b>		95 minutes
<ul style="list-style-type: none"> <li>• <u>Access &amp; Outreach</u> – Nancy Moreno reported that they are developing an institutional mission statement for the Veteran’s department.</li> <li>• <u>Retention</u> – Nancy Moreno reported they are planning workshops for the Week of Welcome (WOW) which will be held August 15 – 18, 2016.</li> <li>• <u>Student Pathways</u> – Acting Dean of Counseling, Dr. Glyn Bongolan reported they are working on defining the vision and goal for the pathway project and will be sharing this vision with the campus. They would like to present this information at Plenary in fall 2016.</li> </ul>		

C. **ACTION ITEMS/FIRST READING** – None.

D. **ACTION ITEMS/SECOND READING**

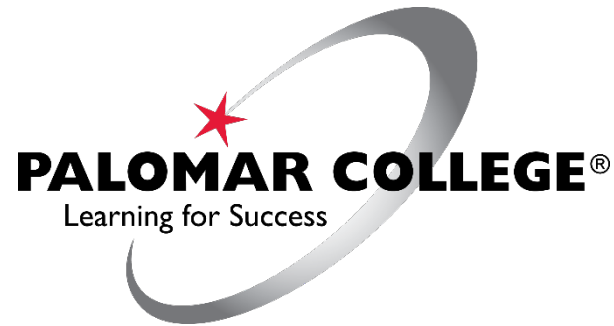
1. **Add Manager of Orientation and Follow-up Services to SSEC Membership** Exhibit B 5 minutes

**Motion:** MSC (Barton/Sivert): A motion was made to add the Manager of Orientation and Follow-up Services to the SSEC membership.

**Result:** Motion approved.

E. **OTHER BUSINESS**

Meeting was adjourned at 10:56 a.m.



# Student Success & Equity Council

May 13, 2016

## 2. Summer 2016

SSEC Meeting/Workshop - 9am-1pm

Proposed Dates

- Tuesday, July 12<sup>th</sup>
- Thursday, July 21<sup>st</sup>

Doodle Poll Results \_\_\_\_\_

Agenda Proposals?

# 3. SSSP & St.Equity Program Audit

## February 2016, Audit & Fiscal Compliance Workshop

- SSSP Audit Planned, Dates Pending
- Student Equity Audit not announced
- Audit subcontracted to:
  - Vavrinek, Trine, Day & Company LLP ([vtdcpa.com](http://vtdcpa.com))

# Audit Responsibilities Overview\*

- Financial statement and compliance audit required by:
  - Ed Code
  - District Board
  - Chancellor's Office
  - Federal OMB
- Audit Guidance by:
  - Gov't Auditing Standards (US Comptroller)
  - Statement of Audit Standards (AICPA)
  - Contracted District Audit Manual (CCCCO)

# District Responsibilities\*

- Sound internal controls
- System of monitoring/oversight
- Tone of fiscal responsibility & compliance with laws
- Communication with auditors around known deviations.
- Responsibility for compliance regardless of “testing”.



# Gathering of Audit Evidence\*

- Honest discussion to enable auditors to focus on highest risk areas.
- Discussion of potential fraud, compliance deficiencies, internal control deficiencies
  - Fraud: untrue representations, intent to deceive, untrue information, loss of money/property.
  - Occupational Fraud: asset misappropriation, corruption scheme, conflict of interest.
  - Financial Statement Fraud – intentional misstatement on financial reports.

# Gathering Audit Evidence\*

Best way to prevent problems is to have strong controls in place

- Hard Controls – segregation of duties, limited access to cash, management review/approval, reconciliations.
- Soft Controls – management tone, performance evaluations, training, maintaining policies/procedures, standards of conduct.

# (SSSP) Suggested Audit Procedures:

Based on review and pre-audit discussion, auditor will determine focus.

Test student counts for the core services listed below:

- Orientation
- Assessment for placement
- Counseling/advising/ed planning
- Follow-up for at-risk students
- Other services

Test revenues/expenditures for compliance with core service delivery criteria. (80%)

Verify that the college submitted required plans and reports -plan update, plan budget, mid-year reports. (20%)

# Student Success and Support Program Credit Funding Formula

College's Potential  
Population of Students  
to Receive Services



Students  
Served at  
the College



College Match



Unduplicated Credit Student Headcount\* + Base Funding Floor \$35K or 10% (whichever is greater)

*(academic year = summer, fall, winter, spring)*

40%

Initial Orientation (SS06)\* \*\* 10%

Initial Assessment (SS07)\* \*\* 10%

Abbreviated SEP (SS09)\* \*\* 10%

Counseling/Advising (SS08)\* 15%

Comprehensive SEP (SS09)\* 35%

Progress Probation Sv. (SS10)\* 15%

Other Services (SS11)\* 5%

60%

2:1

\*includes students reported as CA residents for fee purposes (SB09) who are enrolled as of census in at least 0.5 credit units, (STD7) with a headcount status of "A," "B," "C"

\*includes students reported as CA residents for fee purposes (SB09)  
\*\*includes pre-enrollment services provided for students with SB record, but no enrollment.

\* may include A&R, research and SS technology

# Example: Test Counts (Orientation)

Orientation Status (SS03)	Orientation Services (SS06)	Summer 2014 (145)	Fall 2014 (147)	Spring 2015 (153)	Total
Directed to Orientation	Did Not participate in initial orientation	1353	4028	1897	7278
Directed to Orientation	Participated in Initial Orientation	1489	1080	3402	5971
Exempted from orientation based on other district criteria	Did Not participate in initial orientation	733	1258	398	2389
Exempted from orientation based on other district criteria	Participated in Initial Orientation	307	277	120	704
Exempted from Orientation due to completion of AA or Higher	Did Not participate in initial orientation	16	12	9	37
Exempted from Orientation due to completion of AA or Higher	Participated in Initial Orientation	9	6		15

# Example: Test Counts (Assessment)

Assessment Status (SS04)	Assessment Service (SS07)	Summer 2014 (145)	Fall 2014 (147)	Spring 2015 (153)	Total
Directed to Assessment	Assessed	1751	1377	3772	6900
Directed to Assessment	No Initial Assessment Service	1091	3731	1527	6349
Exempt from Assessment (AA or Higher)	Assessed	13	9		22
Exempt from Assessment (AA or Higher)	No Initial Assessment Service	12	9	9	30
Exempt from Assessment (Other Criteria)	Assessed	413	356	164	933
Exempt from Assessment (Other Criteria)	No Initial Assessment Service	627	1179	354	2160

# Example: Test Counts (Ed Plans)

Education Plan Status (SS05)	Education Plan Service (SS09)	Summer 2014 (145)	Fall 2014 (147)	Spring 2015 (153)	Total
Directed Ed Plan Services	Developed Abbreviated Ed Plan	471	594	1350	2415
Directed Ed Plan Services	Developed Both Abbreviated and Comprehensive Ed Plans	7	56	40	103
Directed Ed Plan Services	Developed Comprehensive Ed Plan	183	336	137	656
Directed Ed Plan Services	No Ed Planning Completed	2181	4122	3772	10075
Exempt Ed Plan Services (AA or Higher)	Developed Abbreviated Ed Plan	1	5	1	7
Exempt Ed Plan Services (AA or Higher)	Developed Comprehensive Ed Plan	3	1		4
Exempt Ed Plan Services (AA or Higher)	No Ed Planning Completed	21	12	8	41
Exempt Ed Plan Services (Other Criteria)	Developed Abbreviated Ed Plan	103	170	69	342
Exempt Ed Plan Services (Other Criteria)	Developed Both Abbreviated and Comprehensive Ed Plans	5	15	4	24
Exempt Ed Plan Services (Other Criteria)	Developed Comprehensive Ed Plan	57	87	20	164
Exempt Ed Plan Services (Other Criteria)	No Ed Planning Completed	875	1263	425	2563

# Example: Test Counts (Counseling/Adv.)

<b>Student Counseling/Advising Service (SS08)</b>	<b>Summer 2014 (145)</b>	<b>Fall 2014 (147)</b>	<b>Spring 2015 (153)</b>	<b>Total</b>
Did Not receive Counseling/Advising Services	3884	6434	5693	16011
Received Counseling/Advising Services	23	227	133	383



# Known Challenges

- MIS data capture – if it's not in PeopleSoft, it didn't happen.
- MIS data monitoring – need internal data quality audits.
- Process efficiency – student centered service delivery.
- Documentation/training of processes.

# Example: Test Revenue to Expenditure (Counseling)

Description	ServiceCount	Total Of Amount	Unit Cost
Average of Adj. Counselors	4,769	\$453,962.22	\$102.17

Description	ServiceCount	Total Of Amount	Unit Cost
Adj. Counselor 1	35	\$22,110.34	\$631.72
Adj. Counselor 2	16	\$14,774.86	\$923.43

This simple calculation helped identify data entry deficiencies – mainly failure to enter in PeopleSoft. When compared to SARS activity, there were hundreds of more services identified

# Auditor's Response\*

Auditor required to report any instance of noncompliance.

Will report results to:

- Area management
- Fiscal Services
- President
- Board of Trustees

Plan to be ahead of the audit team rather than scrambling to answer for findings.

# 4. Funding Request Form Modifications

Changes proposed based on feedback about Student Equity Request for Funding Form.

3. Reformatted with specific impact to be addressed.
- 5a. Request description of plan to focus on DI students.
7. Re-worded to soften request, eliminate barrier.  
(research studies vs. publications).
10. (Some change needed but pending.)
12. Request clarification about length of time funding requested.

Also, boxes will be reformatted to allow expanded text.

## 5a. National Consortium on College Men of Color 2016 Workgroup Meeting

June 9-10<sup>th</sup>, San Diego State University, Aztec Student Union

Team: 5-10 people

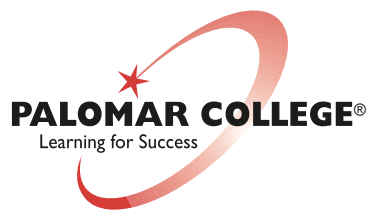
Focus: Advancing Success of Men of Color in Community Colleges

Cost: \$200/person

Two-day workshop regarding institutional capacity building/strategic plans to advance success of men or color.

Sessions include:

- Roundtable on Equity & Institutional Responsibility
- Panel of Community College Presidents
- Panel of Community College Men of Color
- Introduction to Community College Equity Assessment Lab (CCEAL)
- Roundtable Discussion on Latino Males
- Roundtable Discussion on Southeast Asian Males
- Break out sessions



## **Student Success Equity Council**

### **REQUEST FOR FUNDING FORM**

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 2016 - 2017 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:  
[http://www2.palomar.edu/pages/ssec/files/2016/02/PalomarCollege\\_Student\\_Equity\\_Plan\\_2015-16\\_FINAL\\_wSignatures.pdf](http://www2.palomar.edu/pages/ssec/files/2016/02/PalomarCollege_Student_Equity_Plan_2015-16_FINAL_wSignatures.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:**

- Olga Diaz, Director of Student Success and Student Equity – [odiaz@palomar.edu](mailto:odiaz@palomar.edu) or x3624
- Michelle LaVigueur, Executive Assistant to the VP of Student Services – [mlavigueur@palomar.edu](mailto:mlavigueur@palomar.edu) or x2826

# Student Success Equity Council

## REQUEST FOR FUNDING FORM

Primary Contact Person(s): \_\_\_\_\_ Ext.: \_\_\_\_\_

Program/Workgroup/Department(s): \_\_\_\_\_

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

Name	Program	Workgroup	Department
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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) and **impact** to be addressed:

<u>Success Indicator</u>	<u>Disproportionate Impact</u>	<u>Target</u>	<u>3-year Goal</u>
Access	Veterans	<input type="checkbox"/>	+5%Enrollment
Course Completion	Foster Youth	<input type="checkbox"/>	+5%Successful Completion
ESL & Basic Skills Completion	African Americans	<input type="checkbox"/>	+5%Successful Completion
ESL & Basic Skills Completion	Hispanics	<input type="checkbox"/>	+5%Successful Completion
ESL & Basic Skills Completion	Males	<input type="checkbox"/>	+5%Successful Completion
ESL & Basic Skills Completion	Students w/Disabilities	<input type="checkbox"/>	+2% Basic Skills Seq. Comp.
Degree & Cert. Completion	African American	<input type="checkbox"/>	+2%Degree Completion
Degree & Cert. Completion	Students w/Disabilities	<input type="checkbox"/>	+2%Completion
Degree & Cert. Completion	Unprepared Age 25-49	<input type="checkbox"/>	+2%Completion
Transfer to 4-year Inst.	Unprepared Age 25-49	<input type="checkbox"/>	+2%Completion

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

4. Identify the specific goals/activities from the SE Plan that you will address:

[http://www2.palomar.edu/pages/ssec/files/2016/02/PalomarCollege\\_Student\\_Equity\\_Plan\\_2015-16\\_FINAL\\_wSignatures.pdf](http://www2.palomar.edu/pages/ssec/files/2016/02/PalomarCollege_Student_Equity_Plan_2015-16_FINAL_wSignatures.pdf)

5. Describe your proposed intervention strategies/activities:

5a. Describe how you propose to focus activity on DI student groups:

6. Describe your implementation timeline:

7. Reference any publications or 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:

12. Describe the funding period requested - single event date/term(s)/fiscal year(s):

# **Student Success Equity Council**

## **REQUEST FOR FUNDING FORM**

### **Funding Requested from Student Equity:**

- I have read the Acceptable and Unacceptable Uses of Student Equity Funds for Fiscal Year 2015 – 2017.

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