



**STUDENT SUCCESS AND EQUITY
COUNCIL MEETING
AGENDA
August 26, 2016**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: August 26, 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: Vice President of Student Services,
Adrian Gonzales

Interim VP for Instruction, Dan Sourbeer

Faculty Senate President, Travis Ritt

MEMBERS: Antonecchia, Barton, Bongolan, Diaz, Hopp, Kahn, Magnuson, Martinez, Moreno, Mudgett, W. Nelson, O'Brien, Ordille, Patel, Ramirez, Rodriguez, Romain, Sivert, Sosa, Squires, Stockert, Tovar and Waite.

RECORDER: Michelle LaVigueur

Order of Agenda Items	Attachments	Time Allotted
A. <u>WELCOME</u>		
B. <u>MINUTES</u>		
1. Approve minutes of May 13, 2016		
2. Approve minutes of July 12, 2016		
C. <u>ACTION ITEMS/FIRST READING</u> – None.		
D. <u>ACTION ITEMS/SECOND READING</u> – None.		
E. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. SSEC 2016-17 Membership, Meeting Schedule and Workgroup Membership	Exhibit A	15 minutes
2. SSEC Orientation and Goals for FY 2016-17		15 minutes
3. Linkage to Other Initiatives: (BSI, SSSP, SE, AEGB, Workforce)	Exhibit B	15 minutes
4. SSEC Governance Structure Membership Change – Adding a Student Equity Counselor – Patrick O'Brien		10 minutes
5. SSSP/SE Budget Update – Olga Diaz		10 minutes
6. New Funding Request Form – Olga Diaz	Exhibit C	10 minutes
7. SE Funding Request Workshop Dates – Olga Diaz	Exhibit D	10 minutes
8. Workgroup Report Out -		25 minutes
• Access & Outreach		
• Retention		
• Student Pathways		
9. Council Reading Update: <i>Redesigning America's Community Colleges – A Clearer Path to Student Success</i> – Michelle Barton		10 minutes
F. <u>OTHER BUSINESS</u>		

Next Meeting: Friday, September 9, 2016



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

CHAIRS: Interim Superintendent/President,
Adrian Gonzales

Interim VP for Instruction, Dan Sourbeer

Faculty Senate President, Travis Ritt

MEMBERS: Aguilera, Anfinson, Antonecchia, Bongolan,
DeMaris, Diaz, Hopp, Martinez, Moreno, W. Nelson, Nunez,
Ordille, Ramirez, M. Rodriguez, P. Rodriguez, Romain,
Sivert, Squires, Stockert, Tovar and Waite.

ABSENT: Barton, Farrell, Gonzales, Kahn, Magnuson,
J. Nelson, Sosa, Sourbeer and Weller.

RECORDER: Michelle LaVigueur

GUESTS: Michael Large and Marti Snyder.

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. Approve minutes of April 22, 2016:		
MSC – (Ordille/Waite): The minutes for April 22, 2016 were approved and accepted into the record with abstentions from Veronica Aguilera, Cindy Anfinson and Chris Hopp.		
B. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. Rosalinda Tovar – New CCE/AFT Representative:		10 minutes
2. Summer Meeting Date – Olga Diaz:	Exhibit A	20 minutes
Olga Diaz reported that the majority consensus for a summer 2016 meeting date was for July 12, 2016 from 9:00 a.m. – 1:00 p.m. The purpose of this meeting will be to review agenda proposals, SE/SSSP funding distributions and for a Workgroups to meet. Olga will send out an Outlook request, along with the location.		
3. SSSP and SE Program Audit Presentation – Olga Diaz:	Exhibit B	25 minutes
Olga Diaz gave a presentation on the SSSP and SE audit process, noting the following:		
<ul style="list-style-type: none"> • Dates are pending for the SSSP audit which will be subcontracted to Vavrinek, Trine, Day & Company LLP (vtdcpa.com). Areas to be audited include: <ul style="list-style-type: none"> ○ Student counts for our core services: <ul style="list-style-type: none"> ▪ Orientation ▪ Assessment for placement ▪ Counseling/Advising/Education Planning ▪ Follow-up for at-risk students ▪ Other services ○ 80% will consist of testing our revenues/expenditures for compliance with our core services ○ 20% will consist of verifying that the college submitted required plans and reports (plan updates, plan budgets and mid-year reports) • A SE audit has not been announced. 		
4. Proposed Changes to Funding Request Form – Olga Diaz:	Exhibit C	20 minutes
Olga Diaz presented the updated SE funding request form and reviewed the suggested changes:		
<ul style="list-style-type: none"> • Update the target disproportionate impact groups to include a success indicator and 3-year goal (3) • Request a description of how the request will focus on DI student groups (5a) • Request publications or studies to support proposed request (7) <ul style="list-style-type: none"> ○ Have a database available to access supporting documentation • Identify IRP office support needed (10) • Clarify funding period – one time use, multiple semesters, etc. (12) 		

- Modify explanation boxes to allow for viewing/printing expanded text
There was a suggestion to hold a workshop to review the funding application and have it available online.

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)

<https://interwork.sdsu.edu/forms/m2c3/registration.html>

Conference opportunity – June 9-10

Olga Diaz reported that she and Nancy Moreno are registered to attend this event. She asked that anyone else interested in attending to contact her as soon as possible.

She also directed members to our internal free training through M2C3, offered in partnership with the Center for Organizational Responsibility and Advancement (CORA). Participation in CORA training meets Faculty Professional Development (PD Code 505) and Staff Professional Growth criteria. To register, please visit <http://coralearning.org/registration/palomar/>.

C. ACTION ITEMS/FIRST READING – None.

D. ACTION ITEMS/SECOND READING – None.

E. OTHER BUSINESS

1. Olga Diaz reported that the Chancellor's Office is accepting applications for additional Student Equity funding, with a deadline of May 25, 2016.

Meeting was adjourned at 10:48 a.m.



STUDENT SUCCESS AND EQUITY
Instructional Faculty Advising Planning Meeting
MINUTES
July 12, 2016

CHAIRS: Gonzales, Sourbeer, Ritt

Attendees: Bongolan, Diaz, Hopp, Kahn, Magnuson, Moreno, Mudgett, J. Nelson, W. Nelson, O'Brien, Ordille, Ramirez, Rodriguez, Sosa, Squires and Tovar.

ABSENT: Aguilera, Antonecchia, Barton, Martinez, P. Rodriguez, Romain, Sivert, Stockert and Waite.

RECORDER: Valeria Hernandez

GUESTS:

Order of Agenda Items	Attachments	Time Allotted		
A. INFORMATION/DISCUSSION ITEMS				
1. <u>Plan Reviews:</u> The Student Success & Support Plan (SSSP) and the Student Equity Plan (SEP) were reviewed and returned with recommendations for improvements. <ul style="list-style-type: none"> ▪ SSSP Recommendations <ul style="list-style-type: none"> ➢ Improve staffing/budget clarity ➢ More details about updated orientation ➢ More details about MM assessment ➢ Require counseling/Ed plan ▪ SEP Recommendations <ul style="list-style-type: none"> ➢ Include lessons learned ➢ Create funding rubric A second review by Debra Sheldon at the Chancellor's Office was requested for the SEP.				
2. <u>SSSP & SEP Budgets:</u> Delivery of SSSP services leads to more funding. The allocation for the 2016-17 year will be at least 80% of last year's allocation. Our SSSP budget was created to reflect the lowest allocation and can be adjusted if needed. Patrick O'Brien requested a breakdown of the funding formula for student services.				
3. <u>Student Equity Re-Allocation Award:</u> The Student Equity re-allocation award was a special opportunity to request additional funds, with reduced restrictions. Ten programs on campus requested funding. The amount requested was \$488,300 and we received \$107,300. Two projects will be funded including NaBITA Assessment/Training and enhanced Wi-Fi. The original and additional allocation must be spent by December. <ul style="list-style-type: none"> ▪ NaBITA Assessment/Training <ul style="list-style-type: none"> ➢ Will create steps for faculty members to address mental health issues on campus. ➢ Protocol with relatively small teams, for privacy, will be put in place. ➢ Written and formalized process in behavioral issues will be enacted. ▪ Enhanced Wi-Fi <ul style="list-style-type: none"> ➢ Both the San Marcos and Escondido Campus. In order to include more equity and leadership on campus a SEAL center for students to organize club meetings will be opened in room SU-19. The SEAL center will become a hub for students, along with the help of enhanced Wi-Fi. An equity and advocacy retreat for students will be planned.				
4. <u>SSSP Audit Update:</u> Palomar College was selected for a high level review of the SSSP. Auditors were on site for a week in June 2016 to sample financial transactions. An internal auditor will inform the committee if any further action is needed. The Chancellor's Office will focus on 2016-17 Student Equity Audits— mainly compliance with expenditure guidelines.				

5. SE Funding Process:
The Funding Request form was revised to include specific goals. Before the next funding cycle, gaps must be identified and funding workshops will be provided for campus wide participation. The new funding cycle will include requests in fall 2016 and implementation in the spring. The application window will be open from September 12-30, 2016.
6. BSI / SSSP / SE Plan Suspensions:
For the Fiscal Year 2016-17, all three plan updates are suspended. The intent is for colleges to eliminate redundancy. Student Services and Academic Affairs will analyze merging all three plans into one. Significant dialogue to achieve unified plan is expected.
7. Intercultural Competency (Wendy Nelson):
Intercultural Competency is the ability to communicate effectively with people of other cultures. The initial recommendations is to shift the culture of the institution, host campus-wide events and create a cultural competency toolkit. The following are the goals to improve intercultural competence:
 - Hiring
 - Encourage students to come back to teach in community colleges.
 - Develop mentoring/internship relationships with graduate students.
 - Improve our public image and campus environment.
 - Consider diversity in Palomar College hiring committees when possible.
 - Faculty teaching
 - Create a guest lecturer program to talk about issues that are important to students.
 - Provide specific intake to better understand students in their classes.
 - Create teaching strategies (toolkit) to better teach cultural competency.
 - Formalize a 1st year teaching institute.
8. SSEC Meeting Schedule:
Two hour block meetings will be held on the second and fourth Fridays of the month in AA-140.
9. Week of Welcome (W.O.W.) - Nancy Moreno:
W.O.W and Discover Palomar will be holding workshops the first week of classes. W.O.W. workshop topics were suggested by EAP participants and include financial aid, career exploration, technology, and free tutoring. Students will be given a "passport" that will be stamped at every workshop they attend. Backpacks and academic tools will be given to the students who have collected stamps. Flyers and postcards will be sent to DI students and evening workshops will be held to accommodate student needs. The purpose of hosting W.O.W. is to promote student engagement and enhance the collegiate experience.
10. Pathways Update:
The pathways project is designed to guide students within specific academic areas by providing a course selection template. Students will receive email with information regarding change of major, counseling appointments, and the career center. There will be more focus on student contact. Review of Pathway categories, such as Social Sciences and Humanities, will be discussed.
11. Workgroup Goal Setting:
The SSEC workgroup goals are set below:
 - Retention
 - To identify what retention projects are currently on-going on campus
 - To research best practices around retention for Disproportionate Impact groups and how to recruit/refer students to new and existing programs
 - Student Pathways
 - To refine Pathways and get direct input from departments.
 - To connect Pathways with local High Schools.
 - Access and Outreach
 - To present the Veteran Department with a new Mission Statement.
 - To provide the college a rough draft regarding the needs of veterans.
 - To create assessment.

Meeting duration: 4 hours.

Next Meeting: August 26, 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

Travis Ritt, Faculty Senate President

Council Members:

Name	Representing	Constituent Group
	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
	SS Planning Council	Faculty
	Reading	Faculty
Martha Martinez	Math	Faculty
Monica Rodriguez	English	Faculty
Lawrence Lawson	ESL	Faculty
Lori Waite	Disability Resource Center	Faculty
Patrick O'Brien	Counseling	Faculty
Glyn Bongolan	Counseling	Faculty
Gary Sosa	At-large (instruction)	Faculty
Ben Mudgett	At-large (student services)	Faculty
Annette Squires	Senator (Faculty Senate)	Faculty
	Senator (Faculty Senate)	Faculty
Kendyl Magnuson	Administrators Association	AA
Jennifer Patel	CAST	CAST
Rosalinda Tovar	Council for Classified Employees	CCE
	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	SSSP Coordinator	AA
Nancy Moreno	Mgr. of Orient./Follow-up Svcs.	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****November 18, 2016 (3rd Friday due to Holidays)****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**

SSEC Workgroup Membership 2016-17

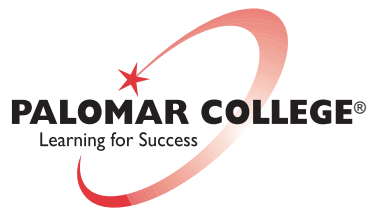
Main Workgroups

Crossover Workgroups (into Main Workgroups)

Access & Outreach	Retention	Student Pathways	Technology	Research & Evaluation
Katy Farrell	Michael Large	Rosie Antonecchia	Glyn Bongolan	Michelle Barton
Kendyl Magnuson	Martha Martinez	Michelle Barton	Katy Farrell	Jack Kahn
Jose Luis Ramirez	Nancy Moreno	Glyn Bongolan	Kendyl Magnuson	Michael Large
Lisa Romain	Monica Rodriguez	Wendy Nelson	Shayla Sivert	
	Gary Sosa	Jennifer Patel		
	Annette Squires	Shayla Sivert		
	Brian Stockert	Dan Sourbeer		
		Lori Waite		

Linkages to Other Initiatives

Initiative	Description	PC Allocation 2016-17
SSSP	To increase student success by providing students with core SSSP services to assist them in achieving their educational and career goals.	\$2,784,146
NCSSSP	To provide core services to students enrolled in courses in the following noncredit areas: <ul style="list-style-type: none"> * Elementary and Secondary Basic Skills * English as a Second Language * Short-Term Vocational * Workforce Preparation 	\$183,723
SEP	To support the disproportionate impact groups as identified in our SEP.	\$1,535,920
BSI	To provide resources to assist students in acquiring college-level reading, writing, mathematics, critical thinking and study skills.	\$177,000
AEBG	To identify the educational needs of adults and to support the effective provision of services.	\$524,586 to PC of \$2,502,639 to Region X from Consortia
Workforce	To support students transitioning from unemployment, to community college and back to work.	\$2,072,000



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 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:
<http://www2.palomar.edu/pages/ssec/files/2015/09/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:

- Olga Diaz, Director of Student Success and Student Equity – odiaz@palomar.edu or x3624
- Michelle LaVigueur, Executive Assistant to the VP of Student Services – mlavigueur@palomar.edu or x2826
- REQUEST FOR FUNDING

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) to be impacted:

Success Indicator	Disproportionate Impact	Target	3-year Goal
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 Americans	<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 SE Plan that you will address:

<http://www2.palomar.edu/pages/ssec/files/2015/09/Student-Equity-Plan-GB-Approved-11.12.14.pdf>

5. Describe your proposed intervention strategies/activities:

6. Describe your implementation timeline:

Student Success Equity Council
REQUEST FOR FUNDING FORM

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:

Empty response box for question 10.

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

Empty response box for question 11.

Funding Requested from Student Equity:

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

Budget Category	Item Description	Quantity Needed	Total Amount
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I. Staff

Identify pay rate/
hours/benefits

(link to Fiscal Services
benefits worksheet below):
[http://www.palomar.edu/
fiscal_services/LeftNav/Forms.html](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:



Attend a workshop to learn
how to apply for the Student
Equity Plan funding!

Student Equity Funding Request Workshops

Funding Application Period, 0 Sept. 12th-30th

Workshop Dates:

Wednesday, Sept. 7th, Noon-1pm, AA-140

Thursday, Sept. 8th, 9am-10am, AA-140

SSEC First Review October 14th

Fall 2016: Funding Application Cycle

Spring 2017: Implementation



PALOMAR COLLEGE

Learning for Success

Student Success & Equity Council

August 26, 2016

SSEC Orientation

The Student Success & Equity Council (SSEC) is the steering committee of the Student Success & Support Program (SSSP) Plan and the Student Equity Plan.

SSSP Plan - documents how Palomar will provide core services to students aimed to increase student success and measures progress to compliance goals.

Student Equity Plan - identifies interventions to support students experiencing disproportionate impact and sets 3-year goals for improvement.

SSEC monitors progress toward meeting goals of each plan.

SSEC coordinates activities with other planning councils and reports to the Strategic Planning Council (SPC).

2015-16 Accomplishments

Both plans updated fall 2015.

SSSP	Student Equity
Completed new format	Completed new format
Added MIS results	Reviewed DI study
Updated staffing plan/budget	Reviewed/approved funding requests
Completed audit	Participated in Region X equity week
	Received additional funding

2016-17 Goals

- Review existing SSSP & St. Equity Plans (No Update Required)
 - <http://www2.palomar.edu/pages/ssec/>
- Focus available funds on activity gaps
 - Degree Completion & Transfer
- Focus on measuring outcomes of interventions
- Consider ways to combine BSI/SSSP/Student Equity Plans
- Prepare for Student Equity Audit

SSSP 2016-17 Budget

Classification	Description	Est. FY1617
1000	Counselors (4.5)	\$ 430,000.00
1000	Adj/Overload	\$ 500,000.00
2000	Staff (20)	\$ 1,229,727.00
3000	Benefits (All)	\$ 600,000.00
4000	Supplies & Materials	\$ 68,872.00
5000	Other Operating Expenses and Services	\$ 71,000.00
6000	Capital Outlay	\$ 50,677.00
7000	Other Outgo	
	Total Expenses	\$ 2,784,146.00

Student Equity 2016-17 Budget

Classification	Description	Est. FY1617
1000	Counselor (2)	\$ 210,000.00
1000	Faculty Overload (projects)	\$ 80,000.00
1000	Counseling Adj/Overload	\$ 200,000.00
2000	Staff (9.5+)	\$ 569,228.00
3000	Benefits (All)	\$ 350,000.00
4000	Supplies & Materials	\$ 51,692.00
5000	Other Operating Expenses and Services	\$ 75,000.00
6000	Capital Outlay	\$ -
7000	Other Outgo	\$ -
	Total Expenses	\$ 1,535,920.00