



**STUDENT SUCCESS AND EQUITY  
COUNCIL MEETING  
MINUTES  
March 13, 2015**

**CO-CHAIRS:** Adrian Gonzales  
Berta Cuaron  
Greg Larson

**MEMBERS PRESENT:** C. Anfinson, M. Barton, G. Bongolan, A. Gonzalez, M. Large, L. Lawson, K. Magnuson, J. Moss, J.L. Ramirez, S. Sivert, M. Synder, D. Sourbeer, B. Stockert, J. Villalobos, E. Weller and S. Zolliker.

**RECORDER:** Michelle LaVigueur

**MEMBERS ABSENT:** R. Antonecchia, R. DeHoyos, P.J. DeMaris, M. Dentoni, K. French, S. Goldsmith, W. Nelson, E. Nunez, L. Romain and G. Sosa.

**GUESTS:**

**A. MINUTES**

**1. Approval of Minutes for February 27, 2015**

MSC – (Sourbeer/Moss): The minutes for February 27, 2015 were approved and accepted into the record with abstentions from Marti Synder and Larry Lawson.

**B. ACTION ITEMS – None.**

**C. INFORMATION ITEMS**

**1. Combined discussion on retention and outreach software**

**Dr. Kendyl Magnuson**

Kendyl volunteered to be the chair of the Early Alert workgroup for all students. He discussed the benefits of using one program for both retention and outreach, such as CRM or Starfish. The Early Alert workgroup will take a look at this and bring information back to SSEC by April 10<sup>th</sup>. VP Gonzales asked any members who would like to be part of this discussion to let Kendyl know as soon as possible. The first meeting will be the week after spring break. He currently has Rick Gommel, Glyn Bongolan, Jamie Moss and Lisa Filice on this workgroup.

**2. Technology – Chart of related initiatives**

**Shayla Sivert**

Shayla presented a chart of information on Education Initiatives at Palomar College which she created with Larry Lawson, Kelly Falcone, Cynthia Anfinson and Erin Feld. The information showed a list of all the different initiatives and related them to goals, target audience, resources available, communication strategies and timetables, professional development and technology requirements. They are working towards integrating them by initiative and have plugged this information into SSSP, Basic Skills, California Career Pathways, Perkins, AB86, Doing What Matters and the Strategic Plan. She would like help from the council in completing this chart.

**3. Review Student Success Timeline of Activities  
(Student Equity Plan, pages 32-41)**

VP Gonzales discussed the Student Success Timeline of Activities grid which lists the activities in the Student Equity Plan needing to be completed, by term. The next step will be to look at SSSP, the Strategic Plan, BSI activities, etc. and link them term-by-term; identifying any overlaps with regards to Student Success and Equity. Different areas on campus have already been working on several items listed in the Spring 2015 section of the timeline.

The following was discussed relating to the timeline:

- Cyndi Anfinson reported progress on the Summer Bridge program and Larry Lawson reported progress on the ESL Jam (C.1.1 and C.2.1).
- Additional support and resources are needed to address foster youth, veterans, and low-income needs.
- In-reach and out-reach needs a centralized area on campus encompassed with orientation.
- Workgroups need to be created to focus on orientation and follow-up.
- Michelle Barton mentioned research and technology should be included in all areas of the discussion.
- We will also need communication between marketing and recruitment.
- Collaboration needs to occur between all areas on campus.
- Michelle Barton mentioned creating a matrix as well as a two-day meeting of the minds over the summer.
- Combining the spring and summer items on the timeline.
- Ellen Weller mentioned having the timeline be project oriented.
- Glyn Bongolan mentioned having an internal environmental scan and SWOT analysis.
- Shayla Sivert mentioned the need to increase our knowledge base and report up to SPC.
- Larry Lawson suggested getting people involved that have not been in the past and disseminating information out to the campus.
- Cynthia Anfinson suggested Academic Technology and Information Services be involved in our discussion.
- VP Gonzales reminded the council that our main goal is impacting students. Tasks and workgroups should be developed around our goals.
- Increasing knowledge base of all the different programs offered on campus and inviting the campus community to be involved.

This discussion on the timeline moved into the components of the sub-committees.

#### 4. Sub-Committee Discussion

Proposed Subcommittees: Initial recommendations are listed below and were followed by discussion:

- a. **Counseling & Advising**
- b. **Technology**
- c. **Follow-up Services (Outreach/In-Reach)**
- d. **Orientation**
- e. **Policies & Procedures**
- f. **Research & Evaluation**

VP Gonzales mentioned that the council will continue to identify goals and build the workgroups around them. The commonalities in the timeline will need to be addressed in the formation of workgroups. There was discussion to include research, outreach, in-reach, targeted outreach for specific groups, support services, dialogue, growing programs, staff preparedness, instruction and technology. It was suggested that we have a WordPress site or blog to keep the campus abreast of the sub-committees' work.

The following subcommittees were recommended by the council and the graph was created based on the council's discussion.

VP Gonzales asked the council to start thinking about which of the following sub-committees they would like to serve on and/or chair. He also requested that members review the SSSP plan and come back with suggestions on how the workgroup will be guided from the work plan perspective.

Proposed Sub-Committees, Related Areas and Integrated Programs under the Student Success & Equity Council 3/13/2015					
		<u>Related Areas</u>			
		Staff	Research	Technology	Resources
		<u>Sub-Committees</u>			
<u>Integrated Programs</u>		Outreach & Retention (Follow-up progress)			
		In-Reach			
		Student Support			
		Dialogue			
		Growth			
	FYE				
	Summer Bridge				
	Instruction				
	STEM				

**D. Other Business**

- VP Gonzales reminded the council that we will continue to meet as a group on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays for the remainder of the spring semester.
- Ellen Weller reported the Palomar Symphony Orchestra will have a performance tomorrow, March 14<sup>th</sup> at the Howard Brubeck Theatre titled Water Music III – Flow of the Spirit: Musical Emotions with special guest, Dr. Peter Gach on piano.
- Michelle Barton is presenting at the 2015 Academic Academy sponsored by the Academic Senate for California Community Colleges today. We sent others to the conference who will report back at the next council meeting on March 27<sup>th</sup>.

Meeting was adjourned at 10:51 a.m.

Next Meeting: March 27, 2015