



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.