Student Success and Equity Committee
Meeting Minutes
SC 203
3:00-4:30

Present:
Angelina Duarte, Uyen Mai, Caritha Anderson, Ann Vu, Shelley Blackman, Cam Martian, Hanh Deng, Julie Vo, Tina Iniguez, Andres “Paul” Herrera, Moriano Talavera, Sue Wetzel, Octavio Cruz

Changes to the minutes for the 10/29/15 meeting were noted and will be incorporated into the document

1. Review State Advisory Committee Charter
In defining the committee’s identity a hand out was given regarding the Roles and Responsibility of a state advisory (SSSPAC) to be used to assist in the committee’s decision. The consensus is that committee be an advisory if possible. This will remain under discussion.

2. 2014-15 Budget Close Out
The close out is 95% completed. Some items that the budget will encompass are purchasing 40 laptops for students to check out, book vouchers, and other direct services to students under allowable expenses.

3. Book Voucher Meetings
The programs included in the Equity report, met Monday, 11/2/15, to discuss book voucher for each program. Uyen Mai was there for the Student Success Committee. The academic programs (ENLACE, ASPIRE, AFFIRM) will purchase textbooks for their courses. The books will be housed in the library. Other programs will submit their plans and either issue vouchers to students or purchase textbooks. The question on e-books and rentals was asked and the Follett bookstore does have these options for purchase, at the store. Octavio clarified the question regarding unmet need for financial aid. It really should not be an issue since most students are never close and financial aid has a way to track the neediest students.

4. SSSP/Student Equity Plans
The SSSP plan is 87% done; it is a work in progress. It is due 11/20/15. Angelina will be sending out the final draft for everyone to see. Angelina will be utilizing the support of Librarians, Lorena Mata/ Shelley Blackman, to review; to make sure that the document is cohesive. The Equity plan is due 12/18/15 and needs to go the board on December 8th.

5. Special Presentation
Caritha and Tina presented on the highlights and best practices presented at the State Chancellor’s Training on SSSP and Equity. Caritha presented on data that highlighted the importance of multiple measures. The highest predictor of successful placement is the use of high school transcripts. Strictly using one tool can impede student success and retention. Other highlights included implementation of accelerated remedial courses as an option, learning communities, Summer Bridge, Equity Center, textbook assistance, and professional development for staff, faculty, and administrators.

Summary of Recommendations:
1. Develop a system or procedure for checking out text books purchased by vouchers and ensure a checkout period of time that is appropriate for student needs.
2. Include multiple measures in our website and orientation. Inform students to bring in their high school transcripts, SAT, ACT, AP scores, and/or other assessments to assist in course placement.
3. Suggest to the Staff Development Committee that a presentation by John Hetts and Ken Sory on multiple measures and accelerated remedial courses, be on the PDD agenda for spring. (Uyen Mai will do this.)
4. Consider implementing a summer bridge program for students and have Counseling 14 courses be available to students in the summer to prepare for the school year.
5. Offer assessment preparation workshops to new students before taking the placement test.

Next meeting is 11/19/15 at 3pm