Student Success and Equity Committee
Meeting Minutes
SC 233
3:00-4:30

Present:
Angelina Duarte, Uyen Mai, Cam Martian, Liz Tyrrell, Hanh Deng, Shelly Blackman, Julie Vo, Tina Iniguez, Andres “Paul” Herrera, Moriano Talavera, Susan Wetzel, Caritha Anderson, Elaine Ortiz-Kristich, Anne Vu

1. Agenda/ Minutes Review
Agenda and minutes were approved as submitted except for a correction to Instructor Guillermo Castilla’s name. In the future, Tina will send the approved minutes and agendas to Shashi, to keep the webpage current. The site will include agendas, minutes, meeting times and relevant documents such as SSSP and Student Equity Plans. Follow up is needed with Megan Crossfield and Emily Banh for past committee agendas/minutes. Tina will contact each of them to locate this information.

2. Redefining the Student Success and Equity Committee
The Student Success and Equity Committee continues to clarify its purpose and its charge. During the meeting, a proposed draft of the new language describing the committee was reviewed and discussed. The draft included a purpose statement, objectives, reporting relationship membership, co-chairs, terms and meeting times, attendance (See attached draft)

The committee will act as an advisory committee that reviews program plans, outcomes and current challenges and, provides advice and makes recommendations to the Dean of Student Success which may also need to be taken to the College Council. The group should also be a visible entity on campus, as student retention and success is everyone’s responsibility. Data and best practices that support student success should be widely shared.

Discussion revolved around the committee composition and whether it is a requirement that the membership have representation from each of the 8 divisions on campus. The committee agreed on the representation from the 8 divisions on campus but also decided that it should include equity-based programs. The group recommend a two-year term membership instead of one; this will require further research on shared governance at EVC. Approved proposed changes to the committee will be recommended to the College Council.
In reviewing objectives, there was a question as to whether the ESL/ Basic Skills 5-year plan falls within the purview of the committee. Since it is closely related to the SSSP and Student Equity, the committee agreed that it should have a role its development and implementation. All departments involved with ESL/ Basic Skills need to be at the table and the group would play an advisory role.

(Angelina announce that there is Student Success Conference on March 14-16 in Sacramento and asked if any committee members would be interested in attending (additional information will be forwarded by Cam and Angelina).

Handouts were distributed on the budget expenditures for each plan for fiscal year 2014-15. The college was given until 12/15 to spend the carry-over funds. The SSSP plan has a 2 to 1 district match needed. There is no district match for Student Equity funds.

4. Update on Core Services
a. Assessment- the Common Assessment is coming and district meetings have begun with key individuals (Administrators, ITSS, Counselors, English, Assessment Staff, Researchers and Admissions and Records,) to plan on this important transition.
The concern is that COMPASS can be used through early Fall and that the Common Assessment tool might not be ready to take its place. It should be highlighted that the Common Assessment tool is a test and not a placement instrument. We need to identify, based on our student population, what the cut scores will be. Communication and involvement from all groups are needed for this transition to be successful.

b. Orientation – tabled
c. Counseling Advising – tabled
d. Student Follow-up
   Early Alert update: The Early Alert process has been reinvigorated with Emily Banh’s leadership. It was decided to de-couple the census roster reporting process from the Early Alert reporting process. Faculty members feedback was that to do early alert in the fourth week was too soon so the new reporting process will be during the 6th week with a deadline of March 13, 2016.

Meeting was adjourned.

Future Meetings: 1st and 3rd Mondays from 3-4:30 in SC233
Next meeting is 3/7 at 3pm
Exception: 3/17/16 (Spring Break 3/21-26)
Monday April 4, 2016
Monday April 18, 2016
Monday 5/2/16
Monday 5/16/16