Student Preparation and Success Council
2011-2012 Year-End Accomplishments

Major Accomplishments

- **Mt. SAC Student Success Plan:** The Council's Student Success Teams: Achievement of Students' Own Goals and Engagement/Persistence, and the Basic Skills Committee Team: Completion of Basic Skills Sequence/"College Ready" submitted their recommendations to the Council. The Council completed and forwarded a summary and history of the development of the Plan to the Academic Senate. The Academic Senate reviewed the Student Success Plan and forwarded a memo to the Council members asking to make changes to the plan. The Council members reviewed the memo, made changes, and approved to forward back to the Academic Senate. ***Status: Approved by Academic Senate***

- **Counseling Intervention Plan:** The Council reviewed and approved a propose intervention process created by the Counseling department. ***Status:*** **Counseling and IT working together to automate an online success workshop interface. An update will be provided next academic year.**

- **Title 5 Language Change Limiting Enrollment in Credit Courses:** The Council created a subcommittee to discuss the potential changes. The subcommittee discussed potential classroom interventions and how these changes should be communicated to students. The subcommittee recommended using the class schedule and student portal as a communication strategy. **Status: Ongoing**

- **Academic Integrity Taskforce:** The Council and Academic Senate approved to recreate the task force. **Status: piloting "TurnItIn" in the Fall 2012 semester.**

- **Captioning Task Force –**Captioning APs & BPs were proposed and reviewed. The task force will be reconfigured and begin reviewing a complete set of captioning guidelines in Fall 2012. **Status: An update will be provided next academic year.**

- **Honors Program Proposal:** The Mt. SAC Honors Program submitted a proposal to change completion of Honors Program to 15 units. Currently, completion requirement is not tied to any number of units but rather the completion of six Honors classes. Mt. SAC Honors program has transfer agreements with 19 colleges and universities which require that Honors students from a community college complete 15 units of Honors classes to meet the transfer agreements. The Council approved the proposal ***Status: Approved by Academic Senate***

- **The Basic Skills Action and Budget Plan:** The Council reviewed and approved the 2011-12 action and budget plan. **Status: Approved by Academic Senate**

- **2012-13 Proposed Basic Skills Budget:** The following was reported: estimated carry over: $326,864, recommending allocating only $850,000, 2011-2012 funding awarded: $685,370, 2012-13 requested funds: $914,626, total recommended to be awarded is $814,856, and no one program will receive more than 25% in additional funding over last year. **Status: Approved by the Council and the Academic Senate**

- **2011 CIRP Freshman Survey:** Jason Vickers from REI, presented and distributed the report along with a detail report regarding the 20 supplemental questions submitted by Mt. SAC. This survey was given to incoming students from Mt. SAC's feeder high schools who took the assessment test. The Research department recommended the Council draft the supplemental questions in the Fall to be ready for the next survey that will be done in 2013. **Status: Council to draft questions in Fall 2012**

- **CCSSE Report:** Jason Vickers from REI, presented and distributed the report to the Council. Last academic year, the Council submitted a draft of supplemental questions from a pool of questions available through CCSSEE. These questions have not been analyzed by REI. REI recommended that the Council review the supplemental questions in the Fall to be used in 2013. **Status: Jason Vickers present a summary of the responses to the supplemental questions to the Council next academic year.**

- **State wide Academic Senate Resolution: Support for Student Success Courses:** The resolution urges local academic senates to encourage all students who can benefit to enroll in a student success course during their first term. **Status: The Council determined that the resolves are being addressed in Mt. SAC's Student Success Plan.**

- **AP 2410 – Process for Revision of Administrative Procedures or Board Policies:** The Council reviewed proposed changes to AP 2410 which defines how particular APs or BPs are reviewed, approved, and/or disapproved. **Status: Approved by Academic Senate, Approved by AMAC,**

- **New AP 3450 – Accessibility of Audiovisual Media:** This Administrative Procedure provides College employees with guidance in the preparation of audiovisual materials and informs students and the campus community members with disabilities as to how they may gain access to these accessible materials. The Council reviewed and approved with minor corrections in March 2012 and forward to Academic Senate. The Academic Senate pulled item from agenda and forward to C&I for input. The Council reviewed and approved C&I's input in April 2012 and forwarded to the Academic Senate for approval. **Status: The new proposed AP was voted down unanimously by the Academic Senate. Revised by SP&S**

- **AP 4051 - Course Equivalencies and Variances:** Academic Senate approved the new AP. The AP was approved by President's Cabinet and AMAC. Status: ***Approved by the governance process and placed into Administrative Procedures.***

- **AP 4225 Course Repetition and Withdrawals:** The Council formed a subcommittee. The subcommittee presented proposed changes to the language. The Council came to a consensus and approved the recommended changes. The Council discussed aligning the AP with AP 5075: Course Adds and Drops deadline in Banner to be set to 20%. Corresponding changes will be made in the catalog. ***Status: Changes were approved by the Academic Senate. The proposed alignment of AP 4225 and AP 5075 was forwarded to the Academic Senate for their agenda in the Fall of 2012.***

- **AP 4235 – Credit by Exam Implementation Process:** The Council reviewed and approved the proposed process. The proposed process is to send a letter to the department chairs with attachments showing the exams, score levels, equivalent Mt. SAC courses, and applicability to G.E. to be in compliance with the AP. ***Status:*** **Forwarded to the Academic Senate**

- **AP 5055 – Enrollment Priorities:** The Council reviewed the AP based on the passage of recent legislation. "Enrollment priority for members of the military and recent veterans (SB 813) and current foster youth and emancipated foster youth (AB 194). The Council approved the proposed revisions and forwarded the AP to the Academic Senate. The Academic Senate referred the AP back to the Council to discuss their concerns of giving unlimited priority 1 to military/veterans, the prioritization of Veterans, effective date if AP is approved, and the outcome of proposed changes to section 58108 Enrollment Priorities. ***Status: The Council agreed to defer until the College has further direction on the changes to Title V, Section 58108 – Enrollment Priorities***

- **AP 5075 – Course Adds and Drops:** The Council discussed concerns regarding this AP. The concerns are: whether the deadline to drop without a "W" is 30% or 20%, catalog language, and aligning the AP to AP 4225: Course Repetition and Withdrawals. The Council approved to change the deadline in both AP's to 20%. ***Status: Forwarded to Academic Senate for their agenda in the Fall of 2012 with changes reflected in the 2012 -13 catalog.***

- **AP 5140 – Students with Disabilities – General Academic Adjustments:** The revised AP proposed to remove sections: Equal Access to Printed Materials, Conversion of Material into Alternate Formats, Confidentiality and Security of Material, and Equal Access to Electronics and Information Technology. The language in the AP proposed to maintain or adjust: DSPS is primary provider, Annual DSPS Program Plan, Providing Academic Adjustments, Course Substitutions, Complaint/Grievance Process for Providing Equal Access (for students). The Council approved the proposed language in March 2012. **Status: approved by Academic Senate, approved by AMAC, pending President's and PAC approval.**

- **New AP 5141 – Student with Disabilities – Accessibility of Instructional Print Media:** The new AP defines alternate media as instructional materials, textbooks, college publications and/or library materials in formats accessible and usable by individuals with print disabilities. The Council reviewed and approved the new AP. **Status: approved by Academic Senate, approved by AMAC, pending President's and PAC approval.**

- **New AP 5142 – Students with Disabilities – Accessibility of Audiovisual Instructional Material: Captioning:** This AP is proposing that all audiovisual material must be captioned and departments and/or divisions must follow prescribed procedures prior to using audiovisual material. The Council reviewed and recommended that the AP come back to the Council with further clarification in March 2012. In April 2012, the Council reviewed and approved the new AP. Status: Academic Senate referred back to Council for legal citations and clarifications. **Status: Pending**

- **New BP 3440 – Individuals with Disabilities:** The College is required to ensure that academic requirements and practices, facilities, electronic information technology, printed and audiovisual materials, and College services and activities are reasonably accessible to individuals with disabilities. Specifies role of DSPS and ADA/504 Compliance Officer. The Council reviewed and

approved the new proposed BP. **Status: Approved by the Academic Senate, AMAC, and forward to President's and PAC for approval.**

- **BP 5140 – Student with Disabilities**: The BP focus is on students with disabilities as opposed to staff/public covered under General Institution. The changes made were to include references to "closed or open captioning" and "ADA/504 Compliance Officer." The Council reviewed and approved the revised BP. **Status: Approved by the Academic Senate, AMAC, and forward to President's and PAC for approval .**

Presentations/Seminars/Publications

- **CCC Student Success Task Force Overview**: The Council discussed and reviewed the draft recommendations from the CC Student Success Task Force. The draft report was distributed to the Council as an informational item.

- **Update on the Statewide Task Force – Enrollment Priorities & Draft Title 5, Section 58108 language**: Dr. Scroggins, who serves as a member of the state wide task force, updated the Council on the proposed changes to Title 5, Section 58108 regarding registration priorities at community colleges. An update was provided to the Council and the report was distributed as an informational item.

- **Student Success Act 2012/SB 1456:** The Council reviewed and discussed. No recommendations were made at this time. Distributed to the Council as an informational item.

- **Mt. San Antonio College Student Services Response to the CCC Task Force on Student Success:** The Council reviewed and discussed the responses from Student Services. Response was distributed to the Council as an informational item.

- **Assessment & Matriculation Committee's Response regarding the Student Success Task Force Recommendations:** The committee's response was distributed to the Council as information only. Response was forwarded to the Academic Senate as an informational item.

- **Basic Skills Committee's Response regarding the Student Success Task Force Recommendations:** The committee submitted their summary response to the Council to review. Response was forwarded to the Academic Senate as an informational item.

- **Board of Governors of the California Community College Revisions to the Title 5 Regulations**: **Policies for Prerequisites** was distributed to the Council as an informational item.

- **California's Early Assessment Program (EAP): Its Effectiveness and the Obstacles to Successful Program Implementation Report – March 2012:** The report was distributed as an informational item.

- **Mt. San Antonio College FAQs Regarding the New Repeat Policy:** This fact sheet was used to assist students. It was distributed to the Council as an informational item.

- **2011 ARCC Report:** This report was distributed to the Council as information only.

- **Accountability Report for the California Community Colleges – Report to the Legislature, Pursuant to AB 1417:** This report was distributed to the Council as an informational item.

- **DegreeWorks:** An update was provided to the Council regarding the progress towards the completion of the project.

- **Overview of Equivalences, Variances, and Course Credit:** The Council reviewed and discussed an overview showing how BP's and AP's relate to equivalences, variances, or course credit. This overview was provided to the Council as an informational item.

- **Roadmap Project:** The 2011 Institute on High Impact Practices and Student Success Mt. San Antonio College Action plan, revised on September 26, 2011, was distributed to the Council as an informational item.

- **Graduation/Certificate Snapshot Report:** The Council reviewed the AA/Certificate results and the need to review these numbers as measurements of our success rates. The following was a key snapshot shared with the Council: Kinesiology and Wellness area of emphasis is popular, especially since it is easy to follow for athletes who have a very high transfer rate.

- **2010-11 CSU and UC Transfer Statistics for Mt. SAC:** The Council received a report provided by Heidi Lockhart as an informational item only.

- **Misconduct & Grievance Report:** The Council reviewed the 2010 – 2011 report created by Student Life and Carolyn Keys, Dean of Student Services. The report focused on cases related to Misconduct, Discipline and Suspensions, Academic Dishonesty, and Non Academic Misconduct.

- **Basic Skills 2011-12 Detail Budget**: The budget was distributed as an informational item.

- **CSU Fullerton/Community College Meeting Highlights - Budget, Admissions, SB 1440:** An update was provided to the Council and the report was distributed as an informational item.

- **Inside Higher Ed Article: "Two-year Colleges in California Move toward Rationing Student Access":** The article discussed the many issues impacting students in CCCs today, including the provision of priority registration for incoming freshmen from feeder schools. This article from *Inside Higher Ed* was distributed to the Council as information only.

- **The Top 100 Associate Degrees Conferred Article by Diverse Magazine:** This article was shared and distributed as an informational item.

- **Higher 1 Facts and Questions:** This document was distributed to the Council as an informational item.

Pending Issues – Carry Over to 2012-13

The following issues were recommended to be continued into the 2012-13 year.

Issue	Status
Counseling Intervention Plan	An update to be provided on the automated online success workshop interface. Assignment: Alina and Tom
Academic Integrity and Cheating Task Force and AP 4290 – Academic Honesty	The task force is expected to be recreated Fall 2012 and submit an update to the Council. Assignment: Eric
Mt. SAC Student Success Plan	An update to be provided by the Academic Senate. Assignment: Eric
Captioning Task Force for prioritization of captioning	The task force is expected to be reconfigured Fall 2012, review captioning guidelines, and submit recommendations to the Council. Assignment: Eric
CCSSE: Engagement Analysis	Jason Vickers is to be invited to present a summary of the responses to the supplemental questions and the Council is to review the supplemental questions to be use in 2013. Assignment: Audrey
2011 CIRP Freshman Survey	The Council is expected to draft the supplemental questions by the end of the 2012 Fall semester in order to prepare for the next survey in 2013. Assignment: Audrey
AP 4225 – Course Repetition and Withdrawals AP 5075 – Course Adds and Drops	The proposed changed of aligning AP 4225 and AP 5075 was forward to the Academic Senate. An update will be provided. Assignment: Eric
AP 5055 – Enrollment Priorities	The Council agreed to defer until the College has further direction on the changes to Title 5. An update will be provided. Assignment: Audrey