



**Student Preparation and Success Council**  
Student Services Center, 9B – Ragan Room

October 17, 2016 – Minutes

**Members**

- |                                   |                           |               |                      |
|-----------------------------------|---------------------------|---------------|----------------------|
| ■ Audrey Yamagata-Noji (Co-Chair) | ■ Martin Ramey (Co-Chair) | ■ Tom Mauch   | □ Sandra Padilla     |
| ■ Jeff Archibald                  | ■ LeAnn Garrett           | ■ Bruce Nixon | ■ Ana Silvia Turcios |
| ■ George Bradshaw                 | ■ Luisa Howell            | ■ Jim Ocampo  |                      |
| ■ Sun Ezzell                      | ■ Matt Judd               |               |                      |
| <b>Student Representatives:</b>   | ■ Corey Case              | ■ Maia Lopez  | ■ Jeff Feng          |
| <b>Guests:</b>                    | Michelle Dougherty        | Andrea Sims   |                      |

Item	Agenda Topic	Discussion	Recommendations
1.0	Review Agenda for October 17, 2016 & Minutes from October 3, 2016	Correction: Sun Ezell was present; LeAnn Garrett's name should be corrected.	Minutes approved with 2 noted corrections.
2.0	<b>Committee Reports</b>		
a.	Student Equity	Minutes of September 26, 2016	Accepted
b.	SSSPAC	<p>Minutes of September 14, 2016 (Jim had previously reported on most of what occurred at the September 14 meeting at an earlier SP&amp;S Council meeting, including the postponement of the CAI).</p> <p><b>SSAPAC Purpose and Function:</b> Membership-- recommending one additional representative, to total two, from Research due to the implementation of the CAI. Council advises that further justification may be needed. Additionally, moved the "AWE Facilitator" to be part of the faculty, changing the total number of faculty from 7 to 8.</p>	<p>Accepted minutes of September 14, 2016</p> <p>Approved: Accept changes to Purpose and Function to Academic Senate, with additional justification for the 2<sup>nd</sup> researcher.</p>



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		<p>The parenthetical now needs to be amended to include the AWE facilitator.</p> <p>“Continuing Education” and “At-Large” membership was clarified to be separated into 2, not a “Continuing Education At-Large.” The “At-Large” position is currently vacant.</p> <p>Change to function statement #4: request to spell out CAI to “Common Assessment Initiative.”</p>	
c.	Basic Skills	Minutes of September 22, 2016 meeting were reviewed.	Minutes of September 22, 2016 reviewed and accepted
3.0	Review and accept Purpose and Function Statement from Basic Skills Committee	<p>Presented by Michelle Dougherty to clarify the changes being proposed. Purpose: added “Academic Senate” and “other campus entities.”</p> <p>Function: added to #4 – “evidence-based practices”</p> <p>Membership: Clarification of manager from Noncredit Programs. Regarding “Coordinator, Learning Communities” is incorrect in reference to Anabel as this is not her title and the VPSS cannot appoint a faculty member. The actual Coordinator, Learning Communities is a classified staff member (Christina Estrada). Clarification needed as to whether “Two [ongoing] Representatives from Research &amp; Institutional Effectiveness” refers to particular positions. Council wondered whether one of the representatives would always be the Director of Research.</p>	Michelle will return to the next SP&S meeting with more clarifications.
4.0	New issues		



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a.	Review of AP 3540 Sexual Assaults on Campus	<p>Presented by Andrea Sims Andi shared 3 handouts: Tracking sheet of AP 3540. This AP was reviewed in SP&amp;S but was also forwarded to PAC simultaneously.</p> <p>PAC reviewed it in June and was uncomfortable approving it. Bill Scroggins and Jeff Archibald worked on the draft copy over the summer but edits have not been inputted into OnBase. PAC had not yet approved the AP and Jeff has not yet had time to write-up the changes. President’s concern was attempting to implement the current AP as presented. Andi shared the Coast CCD AP on “Sexual Misconduct.”</p> <p>A 3<sup>rd</sup> hand-out (blue paper copy) was shared based on the work that Andi did to clarify the proposed AP 3540 and dovetail it with the Coast CCC AP.</p> <p>Andi is suggesting to start from a blank slate and have the AP ready for approval for January 2017.</p>	<p>Recommend that latest revision provided by Andi (blue copy) be reviewed with Jeff to make changes noted by Jeff and the president and then be forwarded to PAC for approval. This would then move the AP forward for approval with the understanding that the AP be revised subsequently in alignment with the Coast CCD AP.</p>
b.	Establish Goals and Report on Outcomes for 2016-17	<p>Council recommended moving goal #6 to a higher priority – Goal #2: “Review, research, <i>update</i> and make recommendations for student success.” Goal 1 is permanent (updating web site) but suggestion is to re-word it to “<i>Monitor and maintain the Council’s website.</i>” Maintain Goal #2 as the new Goal #3 for BSCC recommendation for funding for 2017-18. New goal # 4 and goal #5: “Monitor implementation of the SSSP Plan and</p>	<p>Council reached consensus on goals for 2016-17.</p>



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		<p>“review progress data” (new #4); “Monitor implementation of the Student Equity Plan and review progress data” (new #5). The Chancellor’s Office is proposing to do an integration of SSSP, Student Equity and Basic Skills Plans. The Academic Senate plans to have a task force to look at this integration. Change goal #5 to goal #6. Add a new goal #7 regarding Common Assessment and Multiple Measures: <i>“Review and recommend strategies for implementation of Common Assessment and/or Multiple Measures.”</i></p>	
5.0	Updates		
a.	Multiple Measures	<p>Carryover from 10/3/16 agenda (Jim Ocampo)            Jim Ocampo shared the Student Success Inventory questions being used currently. A study by Maria Tsai dated 3/11/13 was also shared. The number of students placed through Multiple Measures Assessment (MMA) was presented. About 90% of students are currently completing the MM Inventory. For 2012, 217 students enrolled in English 68 based on MMA had a success rate of 63.6% compared to the college wide rate of 66.1% for “W” included. With “W”s removed, 69% of MMA placed students passed English 68 but 77.6% passed college wide. Jim explained that he believes that this is decent pass rate since they would not have ordinarily been able to attempt English 68 without the use of MMA.</p> <p>Items 20-25 are not being used. Questions 1-19 are being</p>	<p>Jim was asked to return with updated information as to #s being placed by MMA and their subsequent success rates as well as frequencies in responses to the questions on the inventory.</p> <p>Jim was asked to re-review which items are being used by which departments and how the weighting of the responses are determined.</p> <p>Additionally, Jim was asked to provide specific information related to the particular MM items to better understand the correlation between</p>



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		used by Math, English or Reading –but the departments decide the questions they are using and the weighting of the responses.	<p>responses on the MM questions to placement recommendations.</p> <p>Jim will update the Council on the MMAP – statewide recommended multiple measures.</p> <p>Jim will provide Council with updated official communications from the Chancellor’s Office on MM and CAI.</p>
b.	AP and BP’s in the Student Services (5000 Series handout)	<p>Continued discussion on ‘Reviewed’ date vs. ‘Revised’ date and process on how to report status of AP’s/BP’s. Problems are noted that the dates are not matching and that there are many inconsistencies. Are BPs and APs on the website correct? Do they need to be updated? Are the dates correct on the BPs and APs? Are the statutory references correct? Greatest concerns, to begin, is to look at BPs and APs posted on the website for accuracy of content and dates.</p> <p><u>2014-15 and 2015-16 Changes from SP&amp;S (per Jeff)</u>            BP/AP 5010            AP 5011            AP 5012            AP 5013            AP 5040            BP 5050; AP 5050</p>	<p>Need to follow up with the list of those approved from 2014-15 and 2015-16 to ensure that correct copy is posted on the web, with correct dates. This will need to be coordinated with the President’s Office.</p> <p>Martin will review the same list against OnBase and the website along with the references.</p> <p>Jim Ocampo will double check on AP 5050 “Matriculation”</p>



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		AP 5055 AP 5071 deleted AP 5075 under current review AP 5520 reviewed by BOT October 12 AP 5530 at PAC but not at SP&S  “Last Date Reviewed” – need clarification as to what this means if the review was not completed in SP&S	
6.0	Set Agenda for next meeting, November 7  Remaining meetings: November 21, December 5	<ul style="list-style-type: none"> <li>• Basic Skills Purpose and Function</li> <li>• Multiple Measures Updates</li> <li>• Update on AP 3540</li> <li>• Review of 5000s BP and AP</li> <li>• Longitudinal view of placements</li> <li>• Basic Skills Progress Research Study</li> <li>• Children on Campus—need to follow up with “unattended children” BP3930</li> </ul>	
	Fall meeting dates: November 7 & 21 December 5	Meetings are held the 1 <sup>st</sup> and 3 <sup>rd</sup> Monday of the month 2:00 – 4:00 PM in the Ragan Room	