MT. SAC
Mt. San Antonio College

Members

__Carolyn Keys (Co-Chair)	x Tony Rivas (Co-Chair)	xHilary Lackey
xBarbara Quinn	xAS Rep., Fabian Pavon	x Liza Becker
xDon Sciore	x Ana Tafoya-Diaz	__Jeff Archibald
xJane Nazzal		

Reseach Team: Barbara McNeice Stallard, Marcell Gilmore, John Barkman   Guest:

Item	Agenda Topic	Discussion	Meeting Outcome
1.0	Review Agenda/Minutes	03/28/16 Meeting Minutes considered and approved.	Minutes approved.
2.0	PIE and Student Equity - Tony	No report	
3.0	Evaluation – Barbara (research team)	In a recent meeting that Barbara had with Audrey Yamagata-Noji, Audrey requested to have M2C3 conduct three on-campus surveys (CSSM, CCSSI, and CC-IDI) care of an Institutional Assessment Package (IAP) during Spring 2016; Barbara provided the IAP handout to committee members. One of the surveys includes 'in-class' administration (the CSSM student survey). Committee members asked if the Academic Senate's approval was needed given that the student surveys would be conducted during class time. Tony expressed that Jeff Archibald could be an Academic Senate representative to help answer the question. Tony would contact Audrey to address other committee members' concerns regarding the need of conducting the surveys in Spring 2016 versus Fall 2016.	Tony will communicate with Audrey to inquiry about the Academic Senate's approval process of using 'in-class' time.

Item	Agenda Topic	Discussion	Meeting Outcome
		Barbara handed out the '*Evaluation of Student Equity Project Form*' for document finalization. Barbara thanked Marcell for helping to further develop the form. Hilary and others volunteered to provide edits.	Marcell will make edits accordingly and make the form available to all by 04/20/16.
		Barbara briefly introduced "*Time to Basic Skills*" data table.	Further discussions could take place at the 04/25/16 meeting.
		John B. talked about "*Summary of Lern 48 and 49 Data*" to assess student progress. This data was gender, ethnicity, 1st generation students, age, disabled students, low-income students, and LERN success findings. Sequence Completion Rate and Rate of Completion for Each Milestone (Lern 48, 49, Math 50, 51, 71) was provided to committee members.	Provided S.E. members with an interpretation of course progression if a student starts course sequence at LERN 48.
4.0	LERN (math/writing) Sequence	Jane had questions for Research regarding the initial placement of students (at a high level of English). Some of students are not passing at that initially-placed high level and are registering in lower-level courses.	
5.0	Workshops (for eval. & budget) – set a schedule	The goal is to offer a workshops to project managers who are responsible for completing/submitting the "*Evaluation of Student Equity Project*" form developed by Research. The workshops would be held during the following days (morning and afternoon sessions): May 2, 3, 4, 5 (week one) May 9, 10, 11, 12 (week two) Workshops would be 1.5 hours in duration (first half-hour is overview; second half-hour is "drop-in"). Don recommended that we provide a 'companion document' that would help to answer commonly held questions that might come about as a project manager completes the form. A 'budget support sheet' could also be appended.	Co-Chairs would need to: 1) reserve workshop rooms, 2) email all project managers to inform them of workshop dates/times, 3) print our required handouts, and 4) select staff to facilitate workshops.