**Members [15]**

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|[x]  Audrey Yamagata-Noji, Co-Chair |[x]  Lina Soto, Co-Chair |  |  |[x]  Ned Weidner |
|[x]  George Bradshaw |[x]  Michelle Dougherty |[ ]  Enriqueta Leyva |[ ]  Vacant Director of Assessment |
|[x]  Guadalupe De La Cruz |[ ]  LeAnn Garrett ***RETIRED*** |[x]  Bruce Nixon |[ ]  Vacant faculty |
|[x]  Francisco Dorame |[ ]  Matt Judd |[ ]  Chisa Uyeki |[ ]  Vacant faculty |
| **Student Representatives:** |[ ]  Mario “Gabriel” Alfaro |[x]  Shadiyah Omar |[ ]  Student Representative: Sebastian Garcia (newly appointed) |

9/14 present

**Guests: SEQ Committee: Eric Lara, Parisa Mahjoor, Vanessa Garcia, Elmer Rodriguez**

**RIE Team: John Barkman, Lisa DiDonato**

**SSSPAC: David Beydler**

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| **Item No.** | **Agenda Item** | **Discussion** | **Outcome** |
| 1.0 | **Review Today’s Agenda and Minutes from April 15, 2019** |  | April 15, 2019 minutes approved as presented |
| 2.0 | **Committee Meeting Minutes for Review and Approval** |  |  |
| a. | Basic Skills – no minutes for approval |  |  |
| b. | Student Equity –no minutes for approval |  |  |
| c. | SSSPAC – April 10 and April 17 minutes for acceptance |  | Minutes for April 10 and 17 accepted |
| 3.0 | Review and approve Student Equity Plan draft | Council members and Student Equity Plan writing team members reviewed the draft submitted to the Council. The explanation was provided that the template we had received from the Chancellor’s Office was not in the same format as the NOVA electronic submission tool from the Chancellor’s Office. Thus the design of the plan changed from entering the information by metric (goal), to entering the information by activity. Six activities were developed with a title followed by a description (2500 characters). The 6 activities are: Equity-focused student groups; onboarding; academic support centers and learning support interventions; completion; professional development; research. The plan will go next week to Academic Senate Exec. Feedback was provided to make responses to the 2 narrative questions fit the 2,500 character threshold: evaluation plan and integration with categorical programs. | Council members, supported by the Student Equity Committee members associated with the writing of the plan, voted unanimously to approve the draft plan and forward it to the Academic Senate. |
| 4.0 | SSSPAC Recommendations for action | The Council previewed the revised AQ. Check question: *In what year do you anticipate graduating from high school?* How does this impact continuing students who are now taking the AQ? There are other options, but should the question be re-worded?AP and IB courses are now attached to particular course options that students can click on.English and math videos were previewed. Suggestions for sharing the information with faculty and staff were presented—especially sharing the videos.Messaging about going live with the revised AQ will be sent out as campus announcements and through other communication channels. | Approval of the contents of the advisory information for the revised AQ is moving forward based on prior review. |
| 5.0 | “EW” Grades – George Bradshaw | George reviewed the new state guidelines related to providing students with an “EW” grade. If approved, it does NOT count toward progress probation. Documentation is required. This has already been implemented, but the AP needs to be revised and will be presented at the next SP&S Council meeting. | Agendize for the next SP&S Council meeting. |
|  | AP 5035 – Withholding of Student Records and Registration Privileges | George presented substantial changes to AP 5035 (strike-outs and amendments not shown). If students owe fees, registration privileges can be put on hold.  | Presented for first reading. Marked up version will be sent prior to the next meeting. |
| 6.0 | Receive progress update related to current Student Equity Plan (Eric Lara) | Eric reviewed the process for reviewing activity/program outcomes and the budget allocation process, including the process for carry-over funds. Some Student Equity funds haven’t been expended because there have been other funding sources available; some excess is based on unfilled positions. | Information only |
| 7.0 | BP/AP 5030 Fees (George & Francisco) *–* carried over from 12/3  *confirmed for May 6* | The issues focus on fees assessed for high school students. | Francisco will present the issues and recommendations at the next meeting. |
| 8.0 | BP/AP 5040 Records – carried over from 12/3 |  |  |
| 9.0 | Review Student Preparation & Success Council’s Purpose and Function Statement & Goals and Progress Report | Maridelle confirmed with the President’s Office that no request for Council goals was sent out this year. It is assumed that no progress report is due. The Council also discussed the importance of having reporting committees represented on the Council (SSSPAC, Student Equity, non credit). | Review of Purpose and Function Statement will be on the agenda for the next meeting – especially in light of the anticipated changes related to SEAP. |
| 10.0 | **Future Presentations/discussions** |  |  |
|  | Develop a schedule for AP/BP review (Lina)  |  |  |
|  | Review concerns in using OnBase – IT representative who oversees OnBase to attend a SP&S Council meeting to review how the system works |  |  |
|  | BP/AP 5400 Associated Students (A.S. requests to be put on hold until further notice) |  |  |
|  | BP/AP 5410 Associated Student Elections (A.S. requests to be put on hold until further notice) |  |  |
|  | BP 5140 Students with Disabilities (under review by Grace Hanson) |  |  |
|  | AP 5520 Student Discipline Procedures (under review by Student Life) |  |  |
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|  | **Next meeting dates:**  May 20, 2019 & June 3, 2019 |  |  |