



**Student Preparation, Equity and Achievement Council**  
 Online via Zoom  
**April 17, 2023 – Minutes**

**Members [23]**

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Francisco Dorame, Interim Co-Chair | <input checked="" type="checkbox"/> Sara Mestas, Co-Chair |  |  |
| <input checked="" type="checkbox"/> Esteban Aguilar         | <input type="checkbox"/> Michelle Dougherty               | <input checked="" type="checkbox"/> Michelle Nava  | <input checked="" type="checkbox"/> Briseida Ramirez-Catalan |
| <input type="checkbox"/> Madelyn Arballo                    | <input checked="" type="checkbox"/> Kelly Fowler          | <input checked="" type="checkbox"/> Donna Necke    | <input type="checkbox"/> Lani Ruh                            |
| <input type="checkbox"/> George Bradshaw                    | <input checked="" type="checkbox"/> Eva Figueroa Morales  | <input checked="" type="checkbox"/> Bruce Nixon    | <input type="checkbox"/> Jimmy Tamayo                        |
| <input checked="" type="checkbox"/> Monika Chavez           | <input type="checkbox"/> Tammy Knott-Silva                | <input checked="" type="checkbox"/> Cynthia Orozco | <input checked="" type="checkbox"/> Roger Willis             |
| <input type="checkbox"/> Heather Clifford                   | <input type="checkbox"/>                                  | <input type="checkbox"/>                           |  |
| <b>Student Representatives:</b>                             | <input checked="" type="checkbox"/> An Ha                 | <input checked="" type="checkbox"/> Mariah Moreno  | <input checked="" type="checkbox"/> Dani Silva               |

**Guests:**

Item No.	Agenda Item	Discussion	Outcome
1.0	<b>Review Today's Agenda and Minutes:</b> <a href="#">March 20, 2023</a>		Minutes moved, seconded and approved by the Council.  Accreditation Standard IV.A.7
2.0	<b>Committee Meeting Minutes for Review and Approval</b>		
a.	Student Equity – March 27 minutes received for acceptance	Bruce shared that there were many events happenings where the Student Equity Committee was involved in helping, promoting, supporting, and organizing. Next month they are planning an ageism event. There will be a film screening of "Gen Silent," which is about ageism and the LGBTQ community. Individuals that are moving into assisted living types of facilities find that they must go back into the closet to feel safe.  The Student Equity Committee also met the new professional expert, Vincent Whipple, for the First People's Native Center. Mt. SAC also received a grant for the Native American Student Success Program grant (\$1.5mil grant over next 5 years).	Minutes moved, seconded, and approved by the Council.  Accreditation Standard IV.A.7



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		The committee also had a DEISA Council update. Kelly reported that they had their first meeting. Developed a standing meeting time/day moving forward.	
b.	Assessment and Matriculation – <a href="#">March 22</a> minutes received for acceptance	George shared that the committee is fine-tuning the AQ survey, which the College has historically done annually in the fall. Since there have been many transitions in the RIE office since last spring, the committee hasn't had a representative until this Spring. The committee is trying to get research done this term. The idea is to reach out to English, Math, and LERN courses and get the students' perspectives on how they feel about the AQ. Had to change some of the languages and hope that it comes out next week.	Minutes moved, seconded, and accepted by the Council.  Accreditation Standard IV.A.7
c.	Retention and Persistence – <a href="#">November 22</a> minutes received for acceptance		Minutes moved, seconded, and accepted by the Council.  Accreditation Standard IV.A.7
d.	Textbook and Materials – <a href="#">March 2</a> and <a href="#">March 16</a> minutes received for acceptance	These meetings were centered around the low-cost icon and no-cost icon. There has been confusion about what qualifies as no-cost versus low-cost, so the committee is working on some marketing materials that will come out soon. They are also centering students as one of the groups for marketing towards this so that there's more information about how to search the scheduled classes. This is being done in tandem with the Instruction office because there is a data point needed for the types and the costs of instructional materials for classes. The form that people fill out to get the icon for no-cost or low-cost aligns with that data point.	March 2 and March 16 minutes were moved, seconded, and accepted by the Council.  Accreditation Standard IV.A.7
3.0	AP 5075 Workgroup update		Tabled for next meeting.
4.0	AB 2881 Workgroup update	Cynthia shared that the workgroup did meet, but there were not enough people present. Will be meeting again.  Unclear: students who are parents who have underage students. How to maintain and who will be the custodian?	Tabled for next meeting.



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5.0	<a href="#">AP 5055 Enrollment Priorities</a> – Request to add Turf Team and Robotics Team to the Category 2 Teams	Justification for adding Turf team and Robotics to the Category 2 priority registration is due to the travel schedule and the scheduling of their courses. Forensic students must be available every Tuesday from 4pm-9:30pm. Therefore, they are unable to schedule other courses at that time. Then, they're often traveling on Fridays, so they can't schedule a Friday class. As part of their proposal for the justification they provided all the information on students who would be impacted. This is why they need priority registration so that they can accommodate the schedule. GB adds that there are requirements to maintain and who will be the custodian?	Tabled for next meeting.
5 Minute Break			
6.0	AP/BP Updates (ongoing) <a href="#">5000 Series review</a> (ongoing) <ul style="list-style-type: none"> <li>• <a href="#">AP 5300 Student Equity</a> - recommended changes from the Student Equity Committee (Bruce)</li> <li>• <a href="#">AP 5071 Student Leave of Absence</a> – revisit issue on deletion. Ref. SP&amp;S <a href="#">March 7, 2016</a> and <a href="#">March 21, 2016</a></li> <li>• Associated Students revision recommendations (An, Dani, Mariah):             <ul style="list-style-type: none"> <li>○ <a href="#">BP 5400 AS Organization</a></li> <li>○ <a href="#">AP 5400 AS Organization</a></li> <li>○ <a href="#">BP 5410 AS Elections</a></li> <li>○ <a href="#">BP 5420 AS Finance</a></li> </ul> </li> <li>• <a href="#">AP 5530 Student Rights and Grievances</a></li> </ul>	Dedicate a good amount of time at this meeting to get a good amount accomplished.  AP 5300 Student Equity – revised to be in alignment with what is required from the Chancellor's office. <ul style="list-style-type: none"> <li>• Deleted <del>retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group;</del></li> <li>• Added <b><u>enrollment, completed transfer-level Math and English, retention from first primary term to secondary term, transfer, and completion.</u></b></li> <li>• In the last paragraph, added <b><u>Associate Dean, Student Equity and Success Services and Student Equity Committee.</u></b></li> </ul> AP 5071 Leave of Absence – GB still stands that this AP should be deleted. Send through Senate. Send Roger a message with an attachment and minutes. Affirmed that this still needs to be deleted.	AP& BP 5300 was moved, seconded, and approved by the Council. No changes to BP 5300. Will send them together.  AP & BP 5400 was moved, seconded, and approved by the Council.  BP 5410 was moved, seconded, and approved by the Council.  BP 5420 was moved, seconded, and approved by the Council.  These AP/BPs will now be forwarded to PAC/Academic Senate for approval.  Will inquire on the bit.ly link and hearing recordings with Koji Uesugi, then bring back AP 5530 to the next meeting.



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AP 5400 – An shared the revisions that A.S. has made (Check doc):

- Deleted Both day and evening student representatives shall be encouraged.
- Added heading: **Responsibilities for Associated Students Activities**
- Added **Student Activities Coordinator** and deleted Dean, Student Services.
- Added heading: **Minutes**
- Added **Administrative Specialist or the A.S. Advising Team** and deleted secretary.
- Added heading: **Contracts**
- Changed titles of **A.S. Student Government Advisor** and the **Vice President, Student Services Chief Student Services Officer.**
- Added heading: **Concessions**
- Added heading: **Inter-Club Council**
- Changed club and organization with **Recognized Student Clubs and Organizations (RSCOs).**
- Added **website** and deleted handbook.
- Added **trainings for advisors** and deleted Copies may be obtained at the Student Life Office.
- Added heading: **Standards for Campus Organizations**
- Added **Constitution** and deleted Club Officers' and Advisors' Handbook.
- In the last section, add **Student Handbook** after Catalog.
- Deleted This document is updated annually for currency and correctness.

BP 5400 changes:

BP 5000 will be brought to the next meeting for a vote.

Accreditation Standard IV.A.2  
 Accreditation Standard IV.A.5  
 Accreditation Standard IV.A.7



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		<ul style="list-style-type: none"> <li>• Deleted Chief Student Services Officer and added <b><u>Vice President, Student Services.</u></b></li> <li>• Deleted his/her appointed representative and <b><u>added the Director, Student Life and the Student Activities Coordinator.</u></b></li> <li>• Replaced affiliated groups, and organizations with <b><u>the Inter-Club Council, and Recognized Student Clubs and Organizations (RSCOs).</u></b></li> </ul> <p>BP 5410 Associated Students Elections changes:</p> <ul style="list-style-type: none"> <li>• Added <b><u>Executive Board</u></b> in front of officers.</li> <li>• Deleted Chief Student Services Officer and added <b><u>Vice President, Student Services.</u></b></li> <li>• Changed his or her to <b><u>their</u></b></li> <li>• Deleted nine semester units and added <b><u>five (5) semester units</u></b></li> <li>• Added <b><u>and maintain a grade point average of 2.0</u></b> in the last bullet of the requirements.</li> </ul> <p>BP 5420 Associated Students Finance changes:</p> <ul style="list-style-type: none"> <li>• Changed his/her to <b><u>their</u></b></li> <li>• Changed Chief Student Services Officer to <b><u>Vice President, Student Services.</u></b></li> </ul> <p>AP 5530 Student Rights and Grievances changes:</p> <ul style="list-style-type: none"> <li>• Deleted Students may pick up Grievance Procedures and forms from the Student Life Office.</li> <li>• Changed heading: Deleted Informal and Added <b><u>Initial</u></b></li> <li>• Deleted Instructor and added <b><u>Employee</u></b> and deleted or employee/supervisor for non-academic grievances with <b><u>instructor, staff, or manager.</u></b></li> <li>• Deleted the and capitalize <b><u>A</u></b>ppropriate</li> <li>• Capitalized <b><u>D</u></b>ivision</li> </ul>	
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- Deleted ~~file a Formal Grievance – Level II~~ and added **proceed with the Formal Process and request a Grievance Review (Level II)**
- Replace subheading: ~~GRIEVANCE REVIEW~~ with **Grievance Review**
- Replace his/her with **their**
- Deleted ~~Vice President's (7a)~~
- Deleted ~~for non-academic grievances~~ and added **depending on the type of grievance**
- Deleted ~~Student Services Vice President~~ and add **designee**
- Deleted ~~20~~ and added **10**
- Added **(5)** after five
- Replaced subheading: ~~GRIEVANCE HEARING~~ with **Grievance Hearing**
- Deleted ~~in person or express/certified mail~~ and added **electronically to their Mt. SAC email addresses** and **(5)** after five.
- Added **or designee** after Student Services
- Added **or designee** after Student Life
- Deleted ~~for non-academic grievances~~
- Added **depending on the type of grievance**
- Change: e. one instructional ~~Team~~ administrator (designated by the ~~Executive Dean, Instruction~~ **Associate Vice President of Instruction**) for academic grievances **instruction related grievances**; or, one Student Services administrator (designated by the ~~Dean, Student Services~~) **division administrator designated by the Associated Vice President of the specified organizational area** for all other grievances.
- Deleted and retained for seven years
- Deleted ~~panel~~ and add **committee**



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- Deleted panel and added **committee to:**
- Deleted ~~Dean, Student Services~~ and added **Grievance Hearing Committee Chair**
- Added **the dean/supervisor**, after employee
- Deleted 40 and added **15**
- Deleted charges and added **grievances**
- Deleted an advocate and added **one (1) advisor**.  
Then added **The advisor's role is limited to observing, consulting with the student grievant or employee, and providing support during the hearing. The advisor may not participate on behalf of the student grievant or employee.**
- Under subheading college president, deleted ~~Such an~~ and added **Appeals** and added **electronically through bit.ly/GrievanceAppealForm** and deleted ~~to the College President by certified mail and replace 40~~ with **five (5)**.

Inquire with Koji on the following: How long are they keeping the hearing recordings? Appeal process: should this bit.ly link be changed? What is the actual link?  
Will need to bring AP 5530 back for vote.

BP 5000

- Removed ~~Student Preparation and Success Council~~ and replace with **Student Preparation Equity and Achievement Council.**

BP 5010 and AP 5011 – George will review and bring it to the next SPEAC meeting.

AP 5050 – Cynthia will be brought to the next SPEAC meeting.



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		<p>AP/BP 5130 – Monika has reviewed but is still waiting for Financial Aid to respond.</p> <p>For AP/BPs that have been reviewed but have no changes, Sara and Maridelle will relay to the president’s office that they can be updated as reviewed.</p>	
	<b>Future Agenda Items</b>		
	AP 5150 Extended Opportunity Programs and Services		
	Course Withdrawal Intervention (need to incorporate Title V language)		
	<b>Next meeting dates:</b> May 1, May 15, June 5		

DRAFT