



Student Preparation, Equity and Achievement Council
 Online via Zoom
 May 15, 2023 – Minutes

Members [23]

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

Guests:

Item No.	Agenda Item	Discussion	Outcome
1.0	Review Today's Agenda and Minutes: May 1, 2023	Roger shared that any committees having issues with quorum, contact Roger.	Council moved, seconded, and approved the May 1 meeting minutes. Accreditation Standard IV.A.7
2.0	Committee Meeting Minutes for Review and Approval		
a.	Student Equity – April 24 minutes received for acceptance		Council moved, seconded, and accepted the April 24 meeting minutes. Accreditation Standard IV.A.7
b.	Assessment and Matriculation – April 12 minutes received for acceptance	The AB 705 Math Coordinator, Krysten DeWilde, will finish off Jimmy Tamayo's term, as he has stepped into the role of Interim Associate Dean, Natural Sciences. Currently a noncredit counselor and Associated Students representative are vacant appointments.	Council moved, seconded, and accepted the April 12 meeting minutes. Accreditation Standard IV.A.7



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<p>c.</p>	<p>Retention and Persistence – April 11 minutes received for acceptance</p>	<p>Michelle shared that the committee currently has a draft of the drop survey. Current draft shows:</p> <table border="1"> <thead> <tr> <th>Personal Reasons</th> <th>Problems with the Course</th> <th>Goals</th> <th>Technology</th> <th>Financial</th> <th>Schedule</th> <th>Other (please explain)</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> - Childcare - Physical Health issues - Mental Health issues - Work obligations - Transportation - Basic needs housing/food - Have to leave the area/country - Lack of motivation </td> <td> <ul style="list-style-type: none"> - Modality (face-to-face, online, hybrid, synch, asynch) not a good fit for me - Instructor/teaching style (not a good fit) - The class was difficult/too much work - Did not feel a sense of belonging/did not feel connected to class and/or campus - Professor or counselor advised me to drop </td> <td> <ul style="list-style-type: none"> - Change in academic plans/goals - Didn't need course </td> <td> <ul style="list-style-type: none"> - Difficulty using technology - No access to technology access (computer, software, internet, etc.) </td> <td> <ul style="list-style-type: none"> - Tuition too high - Textbook costs - Lack of financial aid - Additional fees for equipment and material costs </td> <td> <ul style="list-style-type: none"> - Too many classes - Time management - Work schedule conflict </td> <td> <ul style="list-style-type: none"> - Open-ended </td> </tr> </tbody> </table> <p>It would make more sense to fill in the survey to drop. The purpose and function of drop survey is to gather consistent data on why students drop, whether personal or academic, and find ways to connect students to the resources they need.</p> <p>George shared that it is a problem right now because of the limitations with banner. Correct typo: 2.0 counsel to council</p>	Personal Reasons	Problems with the Course	Goals	Technology	Financial	Schedule	Other (please explain)	<ul style="list-style-type: none"> - Childcare - Physical Health issues - Mental Health issues - Work obligations - Transportation - Basic needs housing/food - Have to leave the area/country - Lack of motivation 	<ul style="list-style-type: none"> - Modality (face-to-face, online, hybrid, synch, asynch) not a good fit for me - Instructor/teaching style (not a good fit) - The class was difficult/too much work - Did not feel a sense of belonging/did not feel connected to class and/or campus - Professor or counselor advised me to drop 	<ul style="list-style-type: none"> - Change in academic plans/goals - Didn't need course 	<ul style="list-style-type: none"> - Difficulty using technology - No access to technology access (computer, software, internet, etc.) 	<ul style="list-style-type: none"> - Tuition too high - Textbook costs - Lack of financial aid - Additional fees for equipment and material costs 	<ul style="list-style-type: none"> - Too many classes - Time management - Work schedule conflict 	<ul style="list-style-type: none"> - Open-ended 	<p>Council moved, seconded, and accepted the April 11 meeting minutes.</p> <p>Accreditation Standard IV.A.7</p>
Personal Reasons	Problems with the Course	Goals	Technology	Financial	Schedule	Other (please explain)											
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<p>d.</p>	<p>Textbook and Materials – April 20 minutes received for acceptance</p>	<p>Monika shared that the April 20 meeting was after the Bookstore RFP committee meeting. Morris, VP, Administrative Services, came to the meeting and shared that we will no longer be working with Barnes and Nobles. The new vendor will be the Follet group. The committee also discussed the bookstore hours and copyright issues. Eric Lara did a presentation on the Equity Book lending program. It is not widely advertised. Technically, students need to be part of, or affiliated with, an equity group. However, faculty are encouraged to add to their syllabus.</p> <p>Monika shared that there are a lot of changes coming to the committee. Many 3-year terms are ending and will need to start recruiting for fall 2023. Monika also shared that she will likely serve as chair next academic year.</p>	<p>Council moved, seconded, and accepted the April 20 meeting minutes.</p> <p>Accreditation Standard IV.A.7</p>														



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<p>4.0</p>	<p>SPEAC 2022-23 Goals and Accomplishments</p>	<p>Maridelle added accomplishments based on the minutes from the 2022-23 year, as well as all the AP/BPs that the committee has worked on, to date. Will update with this meeting and next meeting's AP/BP review. Add AB 1705 Reporting Template for update. Roger will send over the current document to be reviewed at the next SPEAC meeting. Goal #5: George shared that Assessment and Matriculation will bring forward 2 recommendations to the Council. This can be added as an accomplishment. Added the following to Goal #6:</p> <ul style="list-style-type: none"> • <u>The Council made revisions to AP 4230 Grading Symbols and AP 4250 Probation, based on the impact of the pandemic.</u> • <u>The Council received a presentation from Lisa Didonato on the impact of the pandemic on equity issues, student enrollment and student learning, student retention and student success in June 2023.</u> • <u>The Council received updates on using technology systems to be able to leverage enrollment (i.e., EAB Navigate, Motomatic).</u> 	<p>Invite Lisa Didonato to the next meeting to provide an update on the impact of the pandemic.</p> <p>Assessment and Matriculation will bring 2 recommendations to the next Council meeting.</p> <p>Committee chairs will bring this back to their committees for feedback. Goals and accomplishments will be brought back to the June 5 meeting.</p>
<p>5.0</p>	<p>AP 5075 Course Adds and Drops Workgroup update</p>	<p>The workgroup has met and changed some language. After speaking to Financial Aid and President, agreed to change withdraw deadline from 61% to more than 75%. The following changes were made: Adds:</p> <ul style="list-style-type: none"> • #1 removed in the Student Services Center. • #2 added <u>in-person</u> after class and <u>If the course is offered online, students are to contact the instructor via email to request to take the course and obtain an add code</u> after the last sentence. • #3 revised: Students must <u>be able to display</u> have a printout with their registration • #4 revised: Students must have the <u>meet the</u> appropriate prerequisite(s) for the class before <u>being able to add.</u> • #6 revised: <u>On the first day of class (or on the first day of lab for lecture/lab classes), the instructor will add students if there is space available. s</u>Students on wait lists <u>who are present</u> will be added in the order in which they appear on the wait list. During the first class meeting only, before walk-in students. <u>After the waitlist has been exhausted, walk-in</u> 	<p>Council moved, seconded, and approved AP 5075. Maridelle will make the changes in OnBase and forward the document to Academic Senate and PAC.</p> <p>Accreditation Standard IV.A.2 Accreditation Standard IV.A.5 Accreditation Standard IV.A.7</p>



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		<p>students will be added based on earliest registration date and time. Being on a wait list does not guarantee that the student will be given permission to add using an add authorization code.</p> <ul style="list-style-type: none"> • #9 capitalized Office of Admissions and Records. • #10 revised: requires that a Petition for Exceptional aAction <p>Drops</p> <ul style="list-style-type: none"> • #1 removed: in the Student Services Center after office. • #2 added: of an in-person or synchronous online course. For asynchronous online courses, students must log in to their course to show attendance or may be dropped from the course for non-attendance after meeting. • #5 revised: Drops are permissible if the course has not yet met 64% more than 75% of its total minutes (end of tenth week for sixteen-week courses.). Students can view drop and withdraw dates in their portal for each course. 	
6.0	AB 2881 Workgroup update		Tabled to next meeting.
	5 Minute Break		
7.0	AP/BP Updates (ongoing) 5000 Series review (ongoing) <ul style="list-style-type: none"> • AP 5140 Students with Disabilities – General Academic Adjustments (Briseida) • AP 5141 Students with Disabilities – Accessibility of Instructional Print Media – Alternate Media – recommended for 	<p>Briseida the following revisions made to AP 5140:</p> <ul style="list-style-type: none"> • In the “Verification” section, removed medical before documentation. • #2 under the “Verification” section, removed ACCESS or before the student. • #3, under the “Verification” section, replaced completed a form to request accommodations every enrolled term with downloads their accommodations and submits to his/her/their instructor every enrolled term. • #5, under the “Verification: section, replaced special needs with a disability. Also recommend adding website to the contact information. • #3, under “General Provisions” section, replaced he or she has with they have. <p>Briseida worked with Malia Flood, Dean of Access, on AP 5141 and AP 5142; however, following further discussion, there had been recommendation for deletion. The Council recommends tabling these APs until Briseida speaks with Malia regarding their status.</p>	<p>Council moved, seconded, and approved AP 5140. Maridelle will make the changes in OnBase and forward the document to Academic Senate and PAC.</p> <p>AP 5050 will move forward as reviewed by Council with no changes.</p> <p>AP 5141 & AP 5142 will be tabled for the next meeting.</p> <p>Accreditation Standard IV.A.2</p>



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	<p>deletion by Dean, ACCESS (Briseida/Maridelle)</p> <ul style="list-style-type: none"> • AP 5142 Students with Disabilities — Accessibility of Multimedia Instructional Material: Captioning (NEW) - recommended for deletion by Dean, ACCESS (Briseida/Maridelle) • AP 5050 Student Success and Support Program (Cynthia/Francisco) 	<p>AP 5050: Due to SSSP no longer in place, there will be no updates to AP 5050. There have been no updates from CCLC, so it will stand, as is. Changes will be disregarded and forwarded as reviewed by the Council.</p>	<p>Accreditation Standard IV.A.5 Accreditation Standard IV.A.7</p>
	<p>Future Agenda Items</p>		
	<p>AP 5520 Student Discipline Procedures (Andi/Alejandra)</p>		
	<p>AP 5050 Student Success and Support Program (Cynthia/Francisco)</p>		
	<p>AP 5013 Military Personnel, Covered Individuals, Federal Civil Service Employees, and Their Dependents (Kelly Fowler)</p>		
	<p>AP 5055 Enrollment Priorities – Request to add Turf Team and Robotics Team to the Category 2 Teams</p>		



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	Course Withdrawal Intervention (need to incorporate Title V language)		
	Add AB 1705 Reporting Template for update		
	Next meeting dates: June 5		

DRAFT