



Student Preparation, Equity and Achievement Council
 Online via Zoom
September 18, 2023 – Minutes

Members [20]

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|--|---|---|--|
| <input checked="" type="checkbox"/> Melba Castro, Co-Chair | <input checked="" type="checkbox"/> Raul Madrid, Co-Chair | <input checked="" type="checkbox"/> Renu Katoch | <input checked="" type="checkbox"/> Bruce Nixon |
| <input checked="" type="checkbox"/> Esteban Aguilar | <input checked="" type="checkbox"/> Krysten DeWilde | <input checked="" type="checkbox"/> Sarah Mestas | <input checked="" type="checkbox"/> Briseida Ramirez-Catalan |
| <input checked="" type="checkbox"/> Madelyn Arballo | <input checked="" type="checkbox"/> Francisco Dorame | <input checked="" type="checkbox"/> Michelle Nava | <input checked="" type="checkbox"/> Jimmy Tamayo |
| <input checked="" type="checkbox"/> Shiloh Blacksher | <input checked="" type="checkbox"/> Elizabeth Estevez | <input type="checkbox"/> Donna Necke | <input checked="" type="checkbox"/> Roger Willis |
| <input checked="" type="checkbox"/> George Bradshaw | <input checked="" type="checkbox"/> Eva Figueroa Morales | <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> Monika Chavez | <input type="checkbox"/> | <input type="checkbox"/> | |
| Student Representatives: | <input checked="" type="checkbox"/> Dani Silva | <input type="checkbox"/> | <input type="checkbox"/> |

Guests:

Recorder: Maridelle Acero

Item No.	Agenda Item	Discussion	Outcome
1.0	Review Today's Agenda and Minutes: June 5, 2023		Minutes moved, seconded, and approved by the Council. Accreditation Standard IV.A.7
2.0	Committee Meeting Minutes for Review and Approval		
a.	Student Equity – May 22 minutes received for acceptance	Bruce shared that this Student Equity Committee meeting was focused on finishing up the year and working on their goals and accomplishments.	Minutes moved, seconded, and accepted by the Council. Accreditation Standard IV.A.7
b.	Assessment and Matriculation – no minutes received for acceptance		
c.	Retention and Persistence – no minutes received for acceptance		
d.	Textbook and Materials – no minutes received for acceptance		
e.	Education and Technology – new committee		



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3.0	Review SPEAC Purpose and Function Statement <ul style="list-style-type: none"> • Add RIE member 	<p>The Council reviewed the draft SPEAC Purpose and Function statement. The Council discussed adding an RIE representative and is supportive. Since the faculty membership needs to be at 50% +1, we will table this addition to membership until Spring 2024, when the Council adds a DEISAA coordinator (faculty).</p> <p>The following revisions were made: <u>Function</u></p> <p>4. Review and forward recommendations from the Assessment and Matriculation, Student Equity,–Retention and Persistence, and–Textbook and Instructional Materials, and Education and Technology committees and provide direction and feedback to the Academic Senate.</p> <p>Membership</p> <ul style="list-style-type: none"> • Vice President, Student Services (Co-Chair) - <u>Melba Castro</u> (ongoing term) • Vice President, Academic Senate (Co-Chair) - <u>Raul Madrid</u> (ongoing term) • Faculty (appointed by Academic Senate): <ul style="list-style-type: none"> ○ <u>Shiloh Blacksher (2023-26 term)</u> ○ <u>Renu Katoch (2023-26 term)</u> ○ <u>Sara Mestas (2023-26 term)</u> • Representative* (manager appointed by the Vice President, Instruction) – <u>Jimmy Tamayo</u> (2022-25 term) • Assessment and Matriculation Committee Co-Chair faculty, or faculty designee – <u>Krysten DeWilde</u> (ongoing term) • Classified representing Student Services* (appointed by CSEA 262) <u>Elizabeth Estevez</u> (2021-24 term) 	<p>The Council moved, seconded, and approved the SPEAC Purpose and Function statement.</p> <p>This will be forwarded to Academic Senate and the President’s office simultaneously.</p> <p>Accreditation Standard IV.A.2</p>
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		<ul style="list-style-type: none"> Students (appointed by the Associated Students) – Dani Silva (2023-24 term) 	
4.0	Planning Council Goals 2023-24	<p>Raul and Melba reviewed the Council goals from last year and made necessary edits to help the process.</p> <p>A question was raised on whether we want to keep the budget in our goals. Bruce shared that the Student Equity Committee has the SEA Annual Report, and the SEAP work plan are on the committee’s purpose and function statement.</p> <p>The following revisions were made to the Council goals:</p> <p>GOAL #2: Review and monitor the progress of the Student Equity Plan and Budget through the governance process.</p> <p>GOAL #3: Work with committees reporting to the Council to provide feedback and direction, clarify purpose, function, membership, and review updates and recommendations, related to Student Equity, Retention and Persistence, Assessment and Matriculation, Textbook and Instructional Materials, and <u>Education Technology</u>.</p> <p>GOAL #4: Review and make recommendations for accuracy and consistency <u>and updates in legislation informing</u> for Board Policies and Administrative Procedures related to student preparation, equity and achievement, considering <u>diversity, equity, inclusion</u>, social justice, anti-racism, accessibility, <u>and other anti-isms</u>.</p> <p>GOAL #5: Receive, review, and recommend strategies related to assessment, placement methods, and impact of assessment outcomes (AB705 and <u>AB 1705</u>).</p>	<p>Council goals moved, seconded, and approved.</p> <p>The draft will be forwarded to the President’s office and Academic Senate simultaneously.</p> <p>Accreditation Standard IV.A.2</p>



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		<p>GOAL #6: <u>Embracing diversity, equity, inclusion</u>, social justice, anti-racism, accessibility, <u>and other anti-isms, we</u> Review the impact of the pandemic on <u>provide support for:</u> equity issues;</p> <ul style="list-style-type: none"> • Student enrollment and student learning • Student retention and student success • <u>English and Math completion</u> • <u>Transfer</u> • <u>Completion of degrees and certificates</u> 	
5.0	AB 2881 & AP 5055 Enrollment Priorities		Tabled to next meeting on October 2
a.	AB 2881 Workgroup update (George) <ul style="list-style-type: none"> • Student Parent Presentation 	<p>George shared a presentation driven by legislative changes, specifically AB 2881. This legislation mandates that we improve our Basic Needs website to be inclusive with student parents. The website would need to provide information resources and priority registration for student parents. The requirements to receive student parent priority registration is that the student parent must have a child under 18 years of age and the child will have to receive more than half of their support from the student parent. The documentation submitted must show the age of a child and the relationship between the parent-child (i.e., birth certificate, health insurance documents)</p> <p>The request for priority registration can be accessed in the Mt. SAC student portal under the “Student” tab. Then, under the “Admissions and Records Forms” section, you would choose “Request for Priority Registration-Student Parent.”</p> <p>The student will then need to provide some basic personal information. Here, student parents will have the opportunity to share any documentation they have.</p>	Informational item only Accreditation Standard I.B.6 Accreditation Standard II.A.7 Accreditation Standard IV.A.5



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		<p>Admissions & Records implemented this at the beginning of July (the same week as registration). There were about 10 students who completed the process. There will be a big push for this in the upcoming winter term. A&R is working with Marketing to do a broader informational campaign to get this going by Winter 2024. Student Services' programs are encouraging their students to do this; however, keep in mind, if students already have priority registration with other areas with more value, this will not benefit them any further. Also note, those in this priority group would still have to maintain a 2.0 GPA.</p> <p>Part of this legislation is to have a website for student parents. A team is currently working on the most productive place to pursue the area of the website.</p> <p>George also shared that there is a paper version of this form available at Admissions and Records.</p>	
b.	<p>AP 5055 Enrollment Priorities</p> <ul style="list-style-type: none"> • Request to add Turf Team and Robotics Team to the Category 2 Teams (George & Francisco) • Revise to include AB 2881 		Tabled to next meeting on October 2
6.0	<p>Assessment & Matric committee vetting and approving a new language school agreement (George)</p>		Tabled to next meeting on October 2
7.0	<p>AP 4040 Library and Other Instructional Support Services BP 4040 Library Services (Monika)</p>	<p>Monika shared revisions made to AP 4040. This AP has not been reviewed since 2016. The previous version addresses accessible formats. The library no longer conducts the actual process, so this was removed from the AP.</p> <p>The following revisions were made to the AP 4040:</p> <ul style="list-style-type: none"> • Added: Library Bill of Rights. American Library Association to the references section. 	<p>Council moved, seconded, and approved AP 4040. This will be entered into OnBase and forwarded to the Academic Senate.</p> <p>Accreditation Standard</p>



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- First paragraph: ~~This document~~ **The information** is updated annually for currency and correctness.
- Removed second paragraph:
- Added: **The Mt. SAC Library is a welcoming, inclusive, and inspiring space for learning. Ever evolving to meet the needs of our students and diverse communities, we cultivate knowledge creation and discovery, innovation, and academic, professional, and personal achievement.**

Equitable Access to Resources and Services

The Library provides equitable access to library resources and services to Mt. SAC students, regardless of location, including online learners and students with disabilities. To achieve this, the Library

Collects materials in a variety of formats that support curricula and the intellectual, professional, social, and cultural development of the Mt. SAC community, as outlined in the Library's Collection Development Policy on the Library's website.

Provides and supports remote access to online, accessible resources including databases, eBooks, online scholarly articles, and streaming media for Mt. SAC students, faculty and staff—as outlined in our vendor agreements

Provides research assistance to the Mt. SAC community that promotes curiosity, learning and building knowledge.



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		<p style="text-align: center;"><u>Teaches students to develop and strengthen their information literacy in individual and group instruction.</u></p> <p>Monika will share the BP with the library and collect any recommended revisions.</p>	
	5 Minute Break		
8.0	<p>AP/BP Updates (ongoing)</p> <p><u>5000 Series review</u> (ongoing)</p> <ul style="list-style-type: none"> • AP 5013 Military Personnel, Covered Individuals, Federal Civil Service Employees, and Their Dependents (Kelly Fowler) • BP 5015 Residence Determination (George Bradshaw) • BP 5035 Withholding of Student Records • AP 5035 Withholding of Student Records and Registration Privileges • AP 5045 Student Records: Challenging Content and Access Log (review recommendations by Kelly Fowler) • AP 5011 & BP 5010 Admission and Concurrent Enrollment of High School and Other Young Students (Sara, Raul & Melba) • AP 5052 Open Enrollment (no recommended changes) • BP 5052 Open Enrollment (no recommended changes) • AP 5420 & BP 5420 Associated Students Finance (review recommended changes from A.S.) 	<p>The following revisions/additions were made:</p> <p>BP 5015: The residence determination date shall be the day immediately preceding the first day of a semester <u>or intersession</u> for which the student applies to attend.</p> <p>BP 5035: removed “grades, transcripts” AP 5035: removed grades in the first sentence.</p> <p>AP 5045: Kelly Fowler and Ryan Wilson reviewed AP 5045 and recommended the following revisions:</p> <ul style="list-style-type: none"> • “Any student may file a written request with the Division Dean or Director to correct or remove information recorded in his or her their student records that the student alleges to be...” • “If the Division Dean or Director sustains any or all of the allegations, he or she they shall order the correction or removal and destruction of the information, <u>provided that the correction, removal, and/or destruction of the information does not conflict with legal requirements to preserve records under state or federal law.</u>” • “If the Board of Trustees sustains any or all of the allegations, it shall order the College President/CEO or his or her their designee...” 	<p>Moved, seconded, and approved BP 5015, BP 5035, AP 5035, AP 5045.</p> <p>Moved, seconded, and approved AP 5052 and BP 5052 with no changes made.</p> <p>AP 5013 tabled to next meeting on October 2</p> <p>AP 5011 & BP 5010: will be brought back to a future meeting.</p> <p>AP & BP 5420 will be brought back to a future meeting.</p> <p>Accreditation Standard IV.A.2 Accreditation Standard IV.A.5 Accreditation Standard IV.A.7</p>



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		<ul style="list-style-type: none"> “If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his or her their objections to the information.” 	
9.0	Racial Justice Taskforce		Tabled to next meeting on October 2
	Future Agenda Items		
	AP/BP 5020 Nonresident Tuition (George)		
	AP 5040 Student Records, Directory Information, and Privacy		
	AP 5012 International Students (George)		
	BP 5560 Outside Speakers/Performers (revisions recommended by Kevin Owen)		
	Course Withdrawal Intervention (need to incorporate Title V language)		
	Next meeting dates: October 2, October 16, November 6, November 20, December 4, March 4, March 18, April 15, May 6, May 20, June 3		