



**Student Preparation, Equity and Achievement Council**  
 Online via Zoom  
 November 6, 2023 - Agenda

**Members [21]**

- |   |  |   |  |
|---|--|---|--|
| <input checked="" type="checkbox"/> <b>Melba Castro, Co-Chair</b> | <input checked="" type="checkbox"/> <b>Raul Madrid, Co-Chair</b> |   |  |
| <input checked="" type="checkbox"/> Esteban Aguilar               | <input checked="" type="checkbox"/> Krysten DeWilde              | <input checked="" type="checkbox"/> Renu Katoch     | <input checked="" type="checkbox"/> Bruce Nixon              |
| <input checked="" type="checkbox"/> Madelyn Arballo               | <input type="checkbox"/> Francisco Dorame                        | <input checked="" type="checkbox"/> Sara Mestas     | <input checked="" type="checkbox"/> Briseida Ramirez-Catalan |
| <input checked="" type="checkbox"/> Shiloh Blacksher              | <input type="checkbox"/> Elizabeth Estevez                       | <input type="checkbox"/>                            | <input checked="" type="checkbox"/> Jimmy Tamayo             |
| <input checked="" type="checkbox"/> George Bradshaw               | <input checked="" type="checkbox"/> Eva Figueroa Morales         | <input checked="" type="checkbox"/> Dani Silva      | <input type="checkbox"/> Roger Willis                        |
| <input checked="" type="checkbox"/> Monika Chavez                 | <input checked="" type="checkbox"/> Mariah Moreno                | <input checked="" type="checkbox"/> Elmer Rodriguez |  |

**Guests: Tami Pearson**

**Recorder: Cathi Alvarado**

Item No.	Agenda Item	Discussion	Outcome
1.0	<b>Review Today's Agenda and Minutes:</b> <a href="#"><u>DRAFT October 16, 2023</u></a>	The meeting was called to order @ 2:05 p.m. Approved to record. Elmer introduced himself. The meeting concluded @ 4:00 p.m.	Minutes moved, seconded, and approved by the Council.  Accreditation Standard IV.A.7
		Melba: reviewed the overview of today's agenda.  <ul style="list-style-type: none"> <li>Minutes from the last meeting (October 16), committee meeting minutes for review and approval from all who have submitted them.</li> <li>Regular process on AP/BPs</li> <li>Discuss Registration Comparison and Timeline</li> <li>Regulatory/Legislative Updates</li> </ul> Requesting committee's approval to go out of order, minutes first, then transition to Sara.	



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		<p>Check-in with Sara on AP/BPs.</p> <p>AP 5012 International Students was previously discussed. Had some problems with access to OnBase (base camp); Sara will update until Lucy receives access.</p> <p>Melba provided an overview of today's agenda. We are going to go out of order. Review minutes from October 16.</p>	
2.0	<b>Committee Meeting Minutes for Review and Approval</b>		
a.	<p>Assessment and Matriculation - <a href="#">September 27, Meeting Minutes</a>          Assessment and Matriculation – <a href="#">October 11, Meeting Minutes</a>  <a href="#">Assessment and Matriculation Purpose and Function Statement</a>  <a href="#">Assessment and Matriculation Committee Goals</a></p>	<p>Krysten: September 27, worked on and finalized the Purpose &amp; Function statement and Committee Goals (including updated committee membership).</p> <p>Krysten reviewed the minutes.</p> <p>George reviewed the October 11 minutes and Goals.</p> <p>#3 – Krysten, wording noncredit students was added.          #4 – challenges with reviewing internal and external research related to assessment and matriculation (Research sources, workload, and timeline).          #7 – Review and provide input on forms and reports regarding assessment and matriculation. Regarding campus wide equity plan that goes to Chancellors office, feedback received from them on how we allow students into nontransferable courses</p>	<p>A&amp;M 9.27.23 and 10.11.23: The Council moved, seconded, and approved Minutes.          A&amp;M Purpose and Function Statement and Committee Goals: moved, seconded, and approved by the Council.</p> <p>Accreditation Standard IV.A.7</p>



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		(SCE side). Flagged review of our catalog 1705.  Dani, is looking for an Associated Student rep for Assessment and Matriculation.	
b.	Student Equity – <a href="#">October 9, 2023, Meeting Minutes</a> <a href="#">Student Equity Purpose and Function Statement DRAFT 23-24</a> <a href="#">Student Equity Committee Goals and Progress Report DRAFT 23-24</a>	Bruce, we finalized our Purpose and Function and received a report from Research.  Was reviewed at the last meeting but was tabled due to a typo in the membership. We have a full committee; Academic Senate secured a faculty appointment. Thank you Dani for securing a student appointment. Last week, we discussed changing access to accessibility, DEISA Plus to align with DEISA Council.	Minutes, Purpose and Function, and Committee Goals moved, seconded, and approved by the Council. Accreditation Standard IV.A.7
c.	Textbook and Materials – no minutes		
d.	Education and Technology Committee – <a href="#">September 25, Meeting Minutes</a>	Not enough time, move to the December 4, 2023, SPEAC meeting agenda.	
e.	Retention & Persistent Committee – <a href="#">September 26, Meeting Minutes</a>	Not enough time, move to the December 4, 2023, SPEAC meeting agenda.	
3.0	AP/BP Review		
a.	AP 5012 International	We need to hold off for now. Sara reviewed the one submitted, which is currently in track changes and not updated in OnBase. Will work on it and bring it back.	
b.	<a href="#">AP 5055 Enrollment Priorities</a> <ul style="list-style-type: none"> <li>• Request to add Turf Team and Robotics Team to the Category 2 Teams (George &amp; Francisco)</li> <li>• Revise to include AB 2881</li> </ul>	Melba, George you might have additional updates since we last met, we discussed a committee coming together to move it forward. George, we have two issues: 1) We are obligated by Title V to make updates. 56810	The Council moved, seconded, and approved AP 5055 Enrollment Priorities.



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		<p>2) Reviewed AP 5055:</p> <p>Raul prefers to move this through to be in compliance and simultaneously have a conversation on what needs to be added (in the meantime, a workgroup should be formed to investigate the issue). T</p>	
<p>b.</p>	<p>AP 5055 Subcommittee Meeting Follow-Up</p>	<p>Follow-up is what we just discussed.</p> <p>Melba: came into a conversation regarding AP process, not clear to other groups, additional language needed that can help clarify the process. In her perception, priority registration is not necessary as a perk as we see it but adds support and value to access courses.</p> <p>Melba, subcommittee? George, can you remind us who signed up for the subcommittee? Are they current members or refresh with who is present?</p> <p>George, not sure who exactly volunteered, should be reflected from minutes last spring (meeting Kelly Fowler attended)        Dani, not sure if she signed up previously, but would like to join now and open it up to our new committee members.</p> <p>Melba, we will come back to this. Noted Elmer and Dani want to be part of this group. Will work on getting this list. Can extend an invite. Lets look at our calendar at the end of</p>	



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		<p>the meeting to schedule to meet at the end of the</p> <p>Raul, 4.17.23 on AP 5055, minutes reflect justification for adding Turf Team and Robotics Team, adding to category two priority registration due to travel schedule; nothing noted on membership or work group.</p> <p>George: does not remember it happening; there was a conversation, group had one meeting.</p> <p>Melba: let's do some digging, and bring back to the next meeting.</p> <p>Bruce, concurs with George, does not remember it happening that way.</p> <p>Melba, came into the conversation, remembers it be an action time to be brought back.</p> <p>George remembers having a conversation with Maridelle; she might have the list.</p>	
4.0	AP/BP Updates (ongoing) <a href="#">5000 Series review</a>	<p>Sara reviewed with the committee her report from last year on 5000 and 4000 AP/BP series.</p> <p>Sara and Francisco took on the bulk of AP's 4000 series, asked members of SPEAC to take on a couple each; edits were made by</p>	



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		<p>the assigned members, brought it back to the committee, was reviewed and moved on for processing.</p> <p>She is currently working on finishing up the AP/BP getting them through the process. In a position to work on the 4000, approaching the committee to take on 1-2, starting now and complete in spring. Majority have not been touched since 2016, which is bad for accreditation.</p> <p>Melba shared core inquiry document from Accreditation Team. Visiting team Inquiring on #3, they are requesting clarification on time and regular review on Board policies and procedures. Specific areas they are interested in. How can we bring up our outdated AP/BPs up to date? Process?</p> <p>Another inquiry regarding 4000 (Instruction), has not had time to touch basis with Kelly. Jimmy, can you reach out to Kelly if she wants them to start being reviewed here with SPEAC or does she have another vision on how she wants to proceed. Melba can reach out if needed. Jimmy will reach out to Kelly on how she would like to proceed.</p> <p>Sara can provide Kelly those who have been assigned.</p> <p>Sara updated AP/BP review listing with committee members who volunteered:</p>	
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	<p>Those checked out in Onbase she assigned to herself. Task is to find out who has them, status, and if they are being worked on.</p> <p>Assignments/volunteers listed below.</p> <p>AP 4010 Eva          AP 4020 Sara          AP 4021 Bruce          AP 4024 Sara          AP 4026 n/a          AP 4027 Sara          AP 4030 Raul          AP 4040 Monika          AP 4050 Sara          AP 4051 Sara          AP 4060 Madelyn/Renu          AP 4100 Sara          AP 4101 Sara          AP 4102 Elmer          AP 4103 Monika/Meghan</p> <p>Madelyn: Community Services AP 4400, why does it have Sara's name, and is it done?          Sara, not sure who is working on this, let me inquire, see if I can be of assistance.</p> <p>Sara: I went through the President's office to check on the status of those AP's listed on my report and to see who had it checked out in OnBase. Reached out to those individuals and offered assistance if needed. Do not want our committee members working on ones that are already in progress.          Majority have not been touched since 2016.</p>	<p>AP 4104 Madelyn          AP 4105 Sara          AP 4110 Raul          AP 4220 Dani/Sara          AP 4221 George          AP 4222 Elmer          AP 4225 Sara          AP 4228 Jimmy          AP 4230 Sara          AP 4231 Shiloh          AP 4232 Bruce          AP 4233 George          AP 4235 N/A          AP 4240 Sara          AP 4250 Sara          AP 4255 n/a          AP 4260 Sara          AP 4270 Sara          AP 4275 Jimmy          AP 4280 Eva          AP 4285 Sara          AP 4290 Melba/Raul          AP 4300 Melba          AP 4350 Melba          AP 4400 Madelyn          AP 4500 Esteban          AP 4555 Esteban          AP 4600 Eva</p>
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		<p>Madelyn: Can I find out later who is working on AP 4400. Madelyn will inquire with President's office. Madelyn removed herself from AP 4700 assignment.</p>	<p>AP 4700 Melba</p>
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5.0	<a href="#">Registration Comparison</a> & <a href="#">Timeline</a>	<p><b>Registration Comparison:</b> Melba, this was discussed in Cabinet to review our registration dates for Mt. SAC also Region 8 neighboring colleges. Where do we fall in line with our registration timelines? Providing access to our local communities? There are a few areas I want to highlight, again, dialogue started in Cabinet, Also this was shared with Student Services Managers, at all counselor meeting, also shared by Kelly Fowler at Department Chair meeting.</p> <p>E.g., Our fall registration starts on July 5, opens on July 12. No. OC, Fullerton and Cypress open at the same time, Region 8 and the rest of our neighboring colleges open as early as April and conclude before end of spring.</p> <p>Mt. SAC' spring registration start in January, other region 8 or neighboring campus' open in October or November. Area's conversation has started.</p> <p>Bruce, how are the other campus doing compared to us? Is there impact?</p> <p>Melba, different campuses have changed their practices to assist with their registration process.</p> <p>Elmer, can you share your perspective from all Counselor group meeting?</p>	
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Elmer, we had a meeting and early registration was discussed, majority thought it was a good; important to have all increments align. He thinks it can make a difference for students who register early.

**Timeline:**

Reviewed Annual Production Timeline schedule.

Referenced fall schedule as an example. Wanted to share with SPEAC, show where we are at, other colleges, and our committee's feedback.

Raul, we had this conversation, supporting everything you are advocating for. Incremental approach, year-long project, what are the next couple of steps we should be taking?

**Melba:**

- 1) Going to visit Academic Senate, have same conversation. Feedback she received from the counselors, a) incremental approach b) planning; c) is there an opportunity for summer and fall (dates only, not production)
- 2) Pilot incremental change (monitor data).
- 3) Next step, bring to Academic Senate Executive Board and continue the vetting.



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		<p>4) Bring back a one-year timeline incremental.</p> <p>Elmer: possible have a visual to see how it would look like for the future.... add a third section (hypothetical) to Annual Production Timeline.</p> <p>Melba started and working on a draft (work in progress).</p>	
6.0	Regulatory/Legislative Updates <a href="#">ADT</a> and <a href="#">Dual Enrollment</a>	Not enough time, move to the December 4, 2023, SPEAC meeting agenda.	
7.0	<b>Future Agenda Items</b>		
	AP 5011 ( <a href="#">version 1</a> & <a href="#">version 2</a> ) & BP 5010 Admission and Concurrent Enrollment of High School and Other Young Students (Sara, Raul & Melba)		
	AP 5040 Student Records, Directory Information, and Privacy (George) Meeting date: Nov 20 <sup>th</sup>		
	AP/BP 5020 Nonresident Tuition Update (George/Morris) Meeting date: Nov 20 <sup>th</sup>		
	BP 5560 Outside Speakers/Performers (revisions recommended by Kevin Owen)		
	AP 5420 & BP 5420 Associated Students Finance (review recommended changes from A.S.) (Dani) Meeting date: Nov 20 <sup>th</sup>		
	Course Withdrawal Intervention (need to incorporate Title V language)		
	<b>Next meeting dates:</b> December 4, March 4, March 18, April 15, May 6, May 20, June 3		



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