



**Student Preparation and Success Council**  
 Student Services Center, 9B – Ragan Room  
 March 19, 2018 – Minutes

**Members**

- |  |   |   |  |
|--|---|---|--|
| <input checked="" type="checkbox"/> Audrey Yamagata-Noji, Co-Chair | <input checked="" type="checkbox"/> Lina Soto, Co-Chair |   |  |
| <input checked="" type="checkbox"/> George Bradshaw                | <input checked="" type="checkbox"/> Matt Judd           | <input checked="" type="checkbox"/> Jim Ocampo      | <input checked="" type="checkbox"/> Ana Silvia Turcios |
| <input type="checkbox"/> Sun Ezzell                                | <input checked="" type="checkbox"/> Tom Mauch           | <input checked="" type="checkbox"/> John Pellitteri | <input type="checkbox"/> Ned Weidner                   |
| <input checked="" type="checkbox"/> LeAnn Garrett                  | <input checked="" type="checkbox"/> Bruce Nixon         | <input checked="" type="checkbox"/> Martin Ramey    | <input type="checkbox"/>                               |
| <b>Student Representatives:</b>                                    | <input type="checkbox"/> Brian Moon                     | <input type="checkbox"/>                            | <input type="checkbox"/> Chris Cruz                    |

**Guests:** Sokha Song, Ryan White, Marti Whitford, Andrea Sims, Isaac Rodriguez Lupercio, Koji Uesugi, Erika Orejola

**Present:** 11/16

Item No.	Agenda Item	Discussion	Outcome
1.0	<b>Review Today's Agenda and Minutes from March 5, 2018</b>		Minutes accepted
2.0	<b>Committee Meeting Minutes for Review and Approval</b>		
a.	Basic Skills – <i>no minutes received to date</i>		
b.	Student Equity – <i>November 27 minutes for approval</i>		Minutes accepted
c.	SSSPAC – <i>October 25 minutes for approval</i>		Minutes accepted
3.0	AP/BP 3540 – Sexual Misconduct, Dating Violence and Stalking– Koji, Andi, Isaac, Ryan & Sokha to present (Confirmed)	Koji provided an overview on the proposed revisions to AB/BP 3540. HR and Student Life staff mostly undertook the work. They represent the Sexual Misconduct and Response Team (SMART). Andi presented that prior to SMART working on the proposal, Jeff Archibald, representing PAC, assisted in the amendment process. The team reviewed California and federal laws, put these laws into our policy and procedure. Affirmative consent and preponderance	Council members provided minor recommendations and agreed to move the BP/AP back to PAC. SP&S had originally forwarded the BP/AP to PAC.



**Student Preparation and Success Council**  
 Student Services Center, 9B – Ragan Room  
 March 19, 2018 – Minutes

	<p>of evidence have been included with citations. Definitions were integrated. For VAWA, additional definitions were added, based on both California and federal laws. Also updated the California law related to incidents occurring off campus.</p> <p><b>BP 3540:</b> requires affirmative consent before engaging in sexual activity, the campus’ duty to respond, investigations are under AP 3435 (pre Chancellor’s Office guidelines). Employees who should have known should report back to the Title IX coordinator. Those in violation can be subject to disciplinary action for students and employee discipline for employees. The policy consists of extensive definitions: affirmative consent, complainant, dating violence, domestic violence, preponderance of evidence, respondent, responsible employee, sexual misconduct. Prior consent is not consent; silence is not consent.</p> <p>“Preponderance of evidence” is required by the Education Code. Federal changes from Title IX have been implemented, but the state of California’s laws continue to follow Preponderance of evidence. “Responsible Employee” is from OCR 2001 – any person who becomes aware are required to report to the Title IX coordinator. This applies to “an individual that could reasonably believe has this authority or duty.” No employees are punished if they do not report. Student employees can also be held to this if they are in their status as a student employee.</p> <p>This BP covers “sexual misconduct” but “sexual harassment” is covered under 3530—prohibitions.</p>	
--	--	--



**Student Preparation and Success Council**  
Student Services Center, 9B – Ragan Room  
**March 19, 2018 – Minutes**

		<p>Bruce raised a question about the difference between dating violence and domestic violence. Ryan explained that the definitions are per Code. Violence is referred to physical violence. Andi recommended that we expand the description of violence under dating violence.</p> <p>Stalking is defined as “two or more acts” because the course of behavior cannot be established, but other offenses could be addressed.</p> <p><b>AP 3540:</b> contains “on or off campus” for jurisdiction. It includes their parties – who can be vendors or contractors or members of the public. The focus is to make sure that our students feel safe on campus even if the concern is from an outside individual. Duty to Report” contains confidential reporting, clarification of union roles, and student health/mental health practitioners. Counselors must report, but not mental health counselors. It is advisable that employees let complainants know immediately that they are required to report.</p> <p>The responsibilities of the Title IX Coordinator are outlined as well as the Administrative Process: notice, interim remedies, informal resolution (investigation is contained in AP 3435), formal resolution and investigation. Both complainant and respondent can bring “advisors” whose roles are limited to observing and consulting. Concurrent proceedings refers to the fact that the college’s</p>	
--	--	---	--



**Student Preparation and Success Council**  
 Student Services Center, 9B – Ragan Room  
 March 19, 2018 – Minutes

	<p>administrative proceedings are independent from court proceedings. Education and Prevention is also contained.</p> <p>It was clarified that advisors can consult outside of the hearing process.</p> <p>Question about when students disclose that they have been victims of abuse, violence, rape. It was advised that any staff/faculty should report any concerns to the Title IX Coordinator.</p> <p>Question about review of the BP/AP by legal counsel. This was not done this time. Question about whether the unions have looked at the BP/AP. Concerns about training. Training has been ongoing through various avenues.</p> <p>Concern about informed consent and students who do not want to report.</p> <p>Campus Security Authorities (CSA) related to employees reporting crimes have not yet been clarified.</p> <p>Duty to Report is specific to BP/AP 3540.</p> <p>Confidentiality is based on the person's primary role at the college –academic counselor versus mental health counselor.</p> <p>Overall Issues:</p> <ul style="list-style-type: none"> <li>• Consideration of mandatory training, at least a more orchestrated system of training</li> <li>• Ongoing oversight of the implementation of the various laws</li> </ul>	
--	---	--



**Student Preparation and Success Council**  
 Student Services Center, 9B – Ragan Room  
 March 19, 2018 – Minutes

		Clarification that SP&S had previously sent this BP/AP to PAC and PAC did not act on it. It was subsequently revised as presented today.	
4.0	Purpose and Function Statement – Review recommendations from PAC (December 13, 2017) for SP&S and SSSPAC	<p>Lina reported that PAC had concerns about the language of specific positions as “ongoing as appointed by VPSS.” The Council agreed to replace “appointed by VPSS” to the specific titles of: Dean Counseling, Director Assessment, Dean Enrollment. Two more faculty members will be appointed to total 10 faculty; 5 managers, 1 classified, 3 students.</p> <p>The Council also reviewed the SSSPAC membership. 7 faculty are appointed by department affiliation plus 1 at large faculty rep. The faculty requested the appointment of an instructional manager. Additionally, the Committee would like to have a student member. Jade had been a guest on the committee, and over time became permanent as a second researcher. It is unclear whether this position was approved through PAC. However, Jade is no longer with the college and one researcher was seen as sufficient.</p>	<p><u>SP&amp;S</u>  <i>Council will ask Academic Senate to appoint 2 more faculty.          Council will ask Associated Students to appoint another student to replace Corey Case.          Council will ask CSEA 262 to appoint a staff member to replace Sandra Padilla.</i></p> <p><u>SSSPAC</u>          Requested changes need to be sent to Academic Senate first to: add a management representative appointed by the Vice President Instruction and replace one of the two research representatives with a student appointed by the Associated Students. This will total 4 managers, 8 faculty, 2 classified staff, and one student. (15). Jim will seek approval from SSSPAC and then forward directly to the Academic Senate.</p>
5.0	Review of AP 5000 series (Marty) –		Topic carried over to next meeting



**Student Preparation and Success Council**  
 Student Services Center, 9B – Ragan Room  
**March 19, 2018 – Minutes**

	Topic carried over from June 5th, 2017		
6.0	2016 CIRP Results – Bruce Nixon to present survey results on behalf of the Research and Institutional Effectiveness Department		Bruce recommends Council to review the report prior to its presentation.
7.0	Guided Pathways Update (Audrey)		Topic carried over to next meeting
8.0	<b>Future Presentations/discussions</b>		
	AP 5050 Matriculation – Jim to present to Council for review (April 16)		
	AP/BP 5400, 5410 & 5420 Associated Students – Dan Garcia to present AP/BPs on Associated Students for Council review (pending)		
	2018-2019 Basic Skills Budget – Michelle Dougherty to present (confirmed for May 7)		
	Textbook Task Force (Audrey)		
	<b>Next meeting date:</b> April 16, 2018		