



Student Preparation and Success Council
 Student Services Center, 9B – Ragan Room
 June 3, 2019 – Minutes

Members [15]

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|--|---|--|
| <input checked="" type="checkbox"/> Audrey Yamagata-Noji, Co-Chair | <input checked="" type="checkbox"/> Francisco Dorame | <input checked="" type="checkbox"/> Ned Weidner |
| <input checked="" type="checkbox"/> David Beydler | <input checked="" type="checkbox"/> Lina Soto, Co-Chair | <input type="checkbox"/> Vacant Director of Assessment |
| <input checked="" type="checkbox"/> George Bradshaw | <input checked="" type="checkbox"/> Michelle Dougherty | <input type="checkbox"/> Vacant faculty |
| <input checked="" type="checkbox"/> Guadalupe De La Cruz | <input type="checkbox"/> Matt Judd | <input type="checkbox"/> Vacant faculty |
| Student Representatives: | <input type="checkbox"/> Mario “Gabriel” Alfaro | <input type="checkbox"/> Shadiyah Omar |
| | | <input checked="" type="checkbox"/> Sebastian Garcia (newly appointed) |

Guests: Evelyn Hill-Enriquez

Item No.	Agenda Item	Discussion	Outcome
1.0	Review Today’s Agenda and Minutes from May 6, 2019 & May 20, 2019	<p>10 out of 15 members were present when the meeting was convened.</p> <p>Amend May 20: page 2 – “However, IF counselors can ...” “Remove the word “IF”. Change “AmLa branch” to “NNES (Non-Native English Speaker.” Also change, “A concern” is the automatic referral to take the English Writing Placement Test” and remove “for consideration of enrollment in AmLa.” Also change to “HS”.</p> <p>May 6th meeting minutes were also reviewed because there was no quorum at the May 20 meeting.</p>	<p>Numerous changes were made to the May 20 minutes on page 2. These changes will be made before it’s posted online.</p> <p>Accreditation Standard IV.A.7</p>
2.0	Committee Meeting Minutes for Review and Approval		
a.	Basic Skills – no minutes for approval	There is one set of minutes that have not yet been approved by the Committee.	Accreditation Standard IV.A.7



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b.	Student Equity – no minutes received to date	No minutes have been approved since November of 2018. A request was made for a statement to summarize when they have met and the issues they have been addressing, but no response was received.	
c.	SSSPAC – April 24, May 8 & May 15 minutes for acceptance	In the May 8 minutes, reference to Math Placement Specialists were made.	<p>Minutes accepted</p> <p>David reported that, for now, students will be referred to the math department chair, instead of appointing math specialists.</p> <p>Chisa and David will meet to review the faculty role for math placement specialists/advisors.</p> <p>Accreditation Standard IV.A.7</p>
3.0	SSSPAC Recommendations – David Beydler	<p>4 recommendations:</p> <p>44. Students who select an educational level of “Associate’s Degree or higher in the U.S” will receive default placements into English 1A or 1A+80 and math 100,110, 110S, 120, 130, or 150. Students would get eligibility for READ 100 and meet the graduation requirement if transcripts are submitted to A&R. Also change this to “Associate Degree or higher from regionally accredited institution in the United States.”</p> <p>45. Some international students couldn’t complete the AQ due to being currently enrolled in HS but not having had 3 years of HS English. These students will be referred to Counselors. Evelyn reported that they have met with</p>	<p>Approved the recommendations.</p> <p>Accreditation Standard II.C.5 Accreditation Standard II.C.7 Accreditation Standard IV.A.7</p>



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		<p>counselors to review how to determine students' primary language. If it is English, they will be given 1A or 1A+80. An override system is being developed.</p> <p>46. When students select they have an "Associate Degree or higher in the US" or "Some college, not currently in high school" – the responses they receive are: "I want to take my official college transcripts to A&R to be evaluated for course placement" or "I want to use my high school information for placement". These 2 buttons/responses are to be removed as they are not seen as necessary.</p> <p>47. Remove the question: "What was your grade for your 12th grade English class?"</p>	
4.0	AQ Update	<p>An update to the AQII was provided. In just one month, 3,918 students have taken the AQ II. Results from the Mountie Fast Track sessions showed that students are feeling confident about understanding their placement results: 74% for math, 82% for English and 77% for reading.</p>	<p>Accreditation Standard II.C.7 Accreditation Standard IV.A.7</p>
5.0	BP/AP 5030 Fees – carried over from 12/3 (George & Francisco confirmed to present)	<p>Francisco presented the concept of changing fees related to dual enrollment and k-12 special admission students: specifically the \$8 transportation fee. He would like students to get the benefit of the free bus pass without having to pay, especially for summer. One of the problems is that no students who are new for summer can get the free bus passes for summer. The other issue is that the entire eligibility for the class pass is programmed based on the students' enrollment status.</p>	<p>Francisco will continue to research this issue and will bring this back in the fall of 2019.</p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard I.C.6</p>



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		Dual enrollment students are Special Admissions students.	
6.0	AP 5035 – Withholding of Student Records and Registration Privileges (George confirmed to present)	<p>George updated AP 5035 to list all of the fees assessed by divisions and departments that place a hold on records (transcripts) and registration, graduation, grades, enrollment verifications and transcripts. “Each division or department that has the authority to place or request that records/registrations be withheld shall be <u>responsible for notifying the student of the hold.</u>” 31 different holds were listed on the proposed revision to AP 5035.</p> <p>Library has stopped collecting late fees and places holds instead.</p> <p>The CalWORKs hold should be removed from the list.</p> <p>Current pending legislation would take away our ability to place holds on receiving transcripts.</p> <p>We should also take a look at <u>BP 5035</u>—which is what is written in Title 5 59410: <i>Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.</i></p>	<p>Vote to move forward: 7-3. Will go to Academic Senate Exec Board this academic year, but to the Full Academic Senate in 2019-2020.</p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.1 Accreditation Standard I.C.5 Accreditation Standard I.C.6 Accreditation Standard II.C.6</p>
7.0	Status of Student Equity and Achievement Plan (Lina)	Lina reported it was passed by full Academic Senate.	Student Equity Plan will go to AMAC and will be agendized for the June 26, 2019 Board of Trustees meeting.



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			Accreditation Standard I.B.6 Accreditation Standard II.A.7 Accreditation Standard IV.A.5
8.0	Status update of all AP/BP sent to Academic Senate and/or PAC (Maridelle)	<p>Maridelle presented her review of APs and BPs reviewed/approved in SP&S Council. The following are in process: BP 5010, AP 5011; BP 5020, AP 5020; BP 5040; AP 5071; AP 5075; BP 5110, AP 5110; BP 5150</p> <p>AP 4225 – “EW”(Excused Withdrawal). Last meeting, we approved the “EW” changes – but didn’t add definitions even though it was discussed. For sure, it should be added to AP 4230 (Grading Symbols) – but it is included in the college catalog. A handout on definitions was sent forward to Academic Senate along with the proposed changes to AP 4225 that includes definitions from Title 5.</p>	<p>Maridelle will complete her follow up on these BPs and APs during the summer. Will track as to where we think each is at and what needs to happen next.</p> <p>AP 4230 – Grading Symbols will be brought back in Fall to add “EW” as a notation/definition.</p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard II.A.10 Accreditation Standard II.C.6 Accreditation Standard IV.A.2</p>
9.0	Review Student Preparation & Success Council's Purpose and Function Statement	<p>Recommendation to have one of the co-chairs of the Student Equity Committee replace the Director of Assessment. Additionally, a co-chair from Basic Skills and a co-chair from SSSPAC should be represented.</p> <p>Discussion about the future of SP&S Council, especially related to SEAP, Student Equity, Basic Skills, etc.</p>	.



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		One idea was to have a separate subcommittee that works on APs and BPs so that more comprehensive and substantive work can be done at the Council level.	
10.0	2018-19 Year End Accomplishments (<i>draft</i>)	This is a rough draft and will be further refined and shared with the Council.	
11.0	Future Presentations/discussions		
	Establish Agenda Items for 2019-20		
	Review concerns in using OnBase – IT representative who oversees OnBase to attend a SP&S Council meeting to review how the system works (hold for Fall 2019)		
	AP 4230 Grading Symbols (George)		
	BP 5140 Students with Disabilities (under review by Grace Hanson – hold for Fall 2019)		
	AP 5520 Student Discipline Procedures (under review by Student Life) confirmed to present in Fall 2019		
	Review schedule for AP/BP review (Lina to review in the Fall)		
	Next meeting dates: September 15, 2019		