



**Student Preparation and Success Council**  
 Student Services Center, 9B – Ragan Room  
 October 21, 2019 – Minutes

**Members [16]**

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|--|---|---|---|
| <input type="checkbox"/> Audrey Yamagata-Noji, Co-Chair  | <input checked="" type="checkbox"/> Lance Heard, Co-Chair |   |   |
| <input checked="" type="checkbox"/> David Beydler        | <input checked="" type="checkbox"/> Francisco Dorame      | <input checked="" type="checkbox"/> Sara Mestas   | <input checked="" type="checkbox"/> Bruce Nixon |
| <input checked="" type="checkbox"/> George Bradshaw      | <input checked="" type="checkbox"/> Michelle Dougherty    | <input checked="" type="checkbox"/> Matt Munro    | <input checked="" type="checkbox"/> Chisa Uyeki |
| <input checked="" type="checkbox"/> Guadalupe De La Cruz | <input type="checkbox"/> Matt Judd                        | <input checked="" type="checkbox"/> Donna Necke   | <input type="checkbox"/> Ned Weidner            |
| <b>Student Representatives:</b>                          | <input checked="" type="checkbox"/> Jacob Duarte          | <input checked="" type="checkbox"/> Michael Myers | <input type="checkbox"/>                        |

Guests: Madelyn Arballo

Item No.	Agenda Item	Discussion	Outcome
1.0	<b>Review Today's Agenda and Minutes from October 7, 2019</b>	Quorum met at 2:05pm (9 members & 1 guest). 5.0 - change last paragraph to "Suggestion to consider removing AWE coordinator from membership." Strikethrough to AMLA placement and keep AmLA is already established ..."	Moved, seconded, passed unanimously to approved minutes with one correction.  Accreditation Standard IV.A.7
2.0	<b>Committee Meeting Minutes for Review and Approval</b>		
a.	Basic Skills – no minutes for acceptance		No minutes for acceptance.
b.	Student Equity – September 23 minutes for acceptance; 2:45-4pm		Minutes accepted.  Accreditation Standard IV.A.7
c.	SSSPAC – September 25 minutes for approval	Item 3: David shared the committee's discussion on general support to include Psych 10 in the AQ for Psychology majors. There were concerns of listing Psych 10 at the very beginning because students aren't technically eligible without Psych 1A. The topic is still up for discussion.	Minutes accepted.  Accreditation Standard IV.A.7
3.0	Review Student Preparation & Success Council's Purpose and Function Statement draft	Add commas after <i>Preparation</i> and <i>Equity</i> in the title. <u>Purpose:</u> Discussion on whether to keep "Success" in the title and using the term "stakeholder input," as it sounds general.	<u>Name:</u> Student Preparation, Equity, and Achievement Council [SPEAC]



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	<p>Recommendation: "The Student Preparation, <u>Equity and Achievement</u> Council exists to make recommendations to the <u>Academic Senate</u> regarding student equity, achievement, preparation, and success based on stakeholder input, <u>state policies affecting community colleges</u>, and informed discussion."</p> <p>Function: 2. "Analyze and synthesize data and information to develop recommendations on policies to provide input to the campus decision-making process related to the Council's purpose (Reference Title 5, section 53200 – that 'standards or policies regarding student preparation and success' are academic and professional matters.')"</p> <p>Membership: Discussion of adding a representative from RIE to the council membership.</p> <p>Suggestion to change the additional classified representative from "Student Services" to "<u>Instruction</u>."</p> <p>If 50 plus 1 is the recommended membership, 3 additional need to be faculty. If we are not adding additional faculty to the list, the committee co-chairs need to be faculty members.</p> <p>Suggestion to add <u>Eloise Reyes</u> as Student Equity Committee Co-Chair Add "<u>faculty</u>" after each committee position, and add "<u>or faculty designee</u>" after "co-chair." Add "<u>Eight</u>" before faculty #11 faculty "Vacant," should not be strikeout; position is still open to be filled.</p> <p>Still discussing whether Basic Skills representation should be included in the membership. May not be able to make any decisions because there is a budget issue with Basic Skills. Lance shared that without eliminating them</p>	<p><u>Purpose:</u> "The Student Preparation, <u>Equity, and Achievement</u> Council exists to make recommendations to the <u>Academic Senate</u> regarding student equity, achievement, preparation, and success based on stakeholder input, <u>state policies affecting community colleges</u>, and informed discussion."</p> <p><u>Function:</u> Removing "to provide input" from function #2.</p> <p><u>Membership:</u> Change additional classified representative from "Student Services" to "Instruction."</p> <p>Add <u>Eloise Reyes</u> as Student Equity Committee Co-Chair</p> <p>Add "<u>faculty</u>" after each committee position, and add "<u>or faculty designee</u>" after "co-chair."</p> <p>Add "<u>Eight</u>" before faculty</p> <p>#11 faculty "Vacant," should not be strikeout</p>
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		<p>completely, we should still include them in the committee. Chisa will visit the Basic Skills Committee meeting on November 14<sup>th</sup> and discuss the future of the committee.</p> <p>Chisa recommends that the Council move forward with the purpose and function with what we know now. It will, however, need to be reviewed again, based on what happens to the other committees.</p>	<p>Add "<b><u>Non Credit</u></b>" to faculty position for Donna Necke</p> <p>Name correction to "Student (appointed by the Associated Students)" to <b><u>Michael Myers</u></b>.</p> <p>Accreditation Standard IV.A.2</p>
4.0	<p>Review Student Equity Committee's Purpose and Function Statement draft (pending return from Eric Lara)</p>	<p>Bruce took the Council's recommendations from the October 7<sup>th</sup> meeting to the Student Equity Committee and confirmed the terminology change of metrics.</p> <p>Committee shared they felt that adding the Guided Pathways statement to the function was not necessary. It is listed in the goals, but not the function.</p> <p>Function:</p> <p><i>1. Recommendation to delete "and student equity component of the Integrated Plan." Change all SEAP to "SEA Program"</i></p> <p><i>2. Change "governance" to "campus" committees. Add "and councils" after committees.</i></p>	<p>The Purpose and Function statement will move forward with minor changes to Academic Senate Executive Board.</p> <p>Accreditation Standard IV.A.2</p>
5.0	<p>Review Basic Skills Coordinating Committee's Purpose and Function Statement (presented by Michelle)</p>	<p>Michelle provided the Council with a revised purpose and function statement for the Basic Skills Coordinating Committee. The proposed new name is "Committee for Innovations in Student Support and Instruction." She clarified that the revised purpose and function statement is credit/non credit.</p> <p>Lance expressed that Council members should review the purpose and function statement further (as homework) and to bring it back for discussion at the next meeting.</p>	<p>Chisa will attend the November 14<sup>th</sup> BSCC meeting to discuss the purpose and function statement</p> <p>Suggests that the Council bring the BSCC Purpose and Function home to further review.</p> <p>Will be brought back for discussion at the December meeting.</p>



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		<p>Michelle shares that the vision moving forward is to request funding for innovative things involving basic skills students. Currently, there is not an established process for the new SEAP budget. Existing budgets are being looked at in the SEAP workgroup.</p> <p>Discussion on how the purpose and function statement can be edited to serve student needs. Basic Skills was formally defined as being enrolled in Basic Skills classes. There are students who have deficiencies in basic skills, which is an issue that can come up in any department on campus. Suggestion to broaden definition of Basic Skills student, adding something that normalizes support, and have structure for innovation. Chisa shares that a taskforce on Executive Academic Senate is looking at this within the structure. They are estimating that there will not be an idea about the funding until February 2020. Until then, further discussion needs to take place between BSCC and SP&amp;S.</p> <p>Michelle says BSCC will cancel their October 24<sup>th</sup> meeting and will take the proposal of taking a hiatus to the next BSCC meeting on November 14<sup>th</sup>.</p>	Accreditation Standard IV.A.2
6.0	Review 2019-20 Goals and Progress Report – Council to tie goals to College's overarching goals		Review at November 4 meeting
7.0	2018-19 Year End Accomplishments (to be submitted with Goals and Progress Report)		Review at November 4 meeting
8.0	AP/BP 4230 – Grading Symbols (George Bradshaw)		Review at November 4 meeting
9.0	AP 4225 Course Repetition and Withdrawals - sent back by Academic Senate to SP&S (Lance)		Review at November 4 meeting



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10.0	Subcommittee for Administrative Procedures & Board Policies		Review at November 4 meeting
11.0	<b>Future Presentations/discussions</b>	Discussion about the efficiency of SP&S meetings. The idea of spending time to get 1 agenda item finished, and allocate a limited time for other items, was put forward. To be agendized at a future SP&S meeting.	
	Review SSSPAC Purpose and Function Statement draft (pending return from David & George)		
	Review Accreditation Standards for SP&S (November 4 meeting)		
	Update on AQ and Review Counselor Guide to Multiple Measures (Sara) (November 4 meeting)		
	AP/BP 5030 – Fees (Francisco) – student representation fee not waived for K-12 (tentatively scheduled for November 18)		
	Report on Student Equity Plan (November 18 meeting)		
	Report on SEAP Workgroup (November 18 meeting)		
	AB 705 Guided Self Placement Method Submission (November 18 meeting)		
	AP 5520 – Student Discipline Procedures (Andi & Koji confirmed to present 12/2)	(Suggested to hold for spring if not ready)	
	BP 5140 – Students w/ Disabilities (currently being revised by Grace Hanson; tentative date 12/2)		



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	Review concerns in using OnBase – IT representative who oversees OnBase to attend a SP&S Council meeting to review how the system works		
	BP 5500 – Standards of Conduct (Andi & Koji to present in Spring 2020)		
	<b>Next meeting dates:</b> November 4, November 18, December 2, March 2, March 16, April 6, April 20, May 4, May 18, June 1		