



Student Preparation and Success Council
 Student Services Center, 9B – Ragan Room
 December 2, 2019 – Minutes

Members [18]

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

Guests:

| Item No. | Agenda Item | Discussion | Outcome |
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| 1.0 | Review Today's Agenda and Minutes from November 18, 2019 | Recommended change: 3.0 Counselor guide: "The Guide is not meant to be an assessment, but to use in working with the students to discuss" | Approved minutes of November 18, 2019 with the one suggested change. Accreditation Standard IV.A.7 |
| 2.0 | Committee Meeting Minutes for Review and Approval | | |
| a. | Basic Skills – no minutes received to date | | |
| b. | Student Equity – October 28 minutes for acceptance | Bruce noted that the committee reviewed the research meeting that RIE held. It was reported that some found it useful, others did not. The opportunity to network was seen as favorable. There were some concerns raised about the discussion and gap of knowledge between SLOs and AUOs. The draft of the Student Equity Research Action Plan was presented. Audrey shared that she has asked the Committee to look at the Native American students' issue. Bruce will be meeting with Dr. Borella, club advisor for NAISA. | Calendar an update on the Student Equity Research Action Plan at the March 2 SP&S Council meeting. Minutes accepted. Accreditation Standard IV.A.7 |



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| c. | SSSPAC – October 23 minutes for acceptance | Expiration of AQ eligibility – the committee confirmed that the AQ codes would not expire (previously there was a 2-year expiration time frame). | Minutes accepted. Accreditation Standard IV.A.7 |
| 3.0 | Report on Student Equity Plan / Review and Approve the SEA Plan Annual Report | <p>The state Chancellor’s office has recently released a written template to provide an Annual Report on our SEA Plan due January 1, 2020. Eric reviewed this draft with the Student Equity Committee last week. Council members reviewed the draft plan.</p> <p>The report is asking colleges to demonstrate activities related to at least 5 disproportionately impacted student groups.</p> <p>Metrics for each DI-impacted groups were selected for the plan based on the most numerous metrics available.</p> <p>The state is not requiring approval by the Board of Trustees and the Academic Senate.</p> <p>Council members may provide further input to the draft prior to submission on December 20, 2019.</p> | <p>Changes to Step IV on page 6 of the document will be made and the revised copy sent to the Council members.</p> <p>Chisa suggested that Lance present the draft to the Academic Senate as an information item at their meeting this week.</p> <p>Accreditation Standard I.B.6 Accreditation Standard II.A.7 Accreditation Standard IV.A.5</p> |
| 4.0 | AP/BP 4230 – Grading Symbols (George & Madelyn to provide update) | <p>George presented the recommended changes to clarify grading symbols and definitions, incorporating noncredit courses.</p> <p>For grade point: Remove “Used in Noncredit Courses OR” and just keep “<i>used in credit and noncredit courses</i>”</p> <p>(a) ... finalized no later than the 30% of the course.” – remove “the” and add “<i>must be finalized before 30% of the course has transpired.</i>”</p> | <p>AP 4230 was approved as amended; BP 4230 was previously approved.</p> <p>AP/BP 4230 will be sent to the Academic Senate, followed by AMAC, PAC, and then to the Board of Trustees.</p> |



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| | | <p>(b) “Students may make changes to the grade mode up to the completion of 30% of a credit course. After this point, the student may no longer make changes.”</p> <p>(e) “Noncredit grades have no effect students’ credit academic record” – change to: “<i>Noncredit grades do not affect students’ credit academic record.</i>”</p> <p>For NC: take out “the” in units not counted in the GPA.</p> <p>Discussion about whether to include “WF”: “withdrew failing” even though we are not currently using it.</p> | <p>(a) <i>The District may offer courses on a Pass/No Pass basis, standard grade mode, or both. The college’s catalog will denote which options are available for a given course. Standard letter grades (A,B,C,D,F) may be assigned for noncredit courses.</i></p> <p>(b) <i>For credit courses, the student may make the grade mode choice at the time of registration. Any changes to the grade mode must be made up to or before completion of 30% of the course.</i></p> <p>Accreditation Standard I.B.7 Accreditation Standard I.C.5 Accreditation Standard II.A.10 Accreditation Standard II.C.6</p> |
| 5.0 | AP 4225 Course Repetition and Withdrawals - sent back by Academic Senate to SP&S (George to provide update) | Did not review. | |
| 6.0 | Review Basic Skills Coordinating Committee’s Purpose and Function Statement (Chisa and Michelle) | The Committee was not able to meet, thus the discussion about the committee’s requested changes to their purpose and function have not yet been reviewed. | Schedule for March 2 meeting |



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| 7.0 | SSSPAC Recommendations (David) | <p>Recommendation 48: David presented the concern about students who have had some college but are not currently enrolled in high school. The current AQ process has messages that allows the student to answer based on college transcripts. The suggestion is to include a message “Based on your college transcripts, you might be eligible for higher-level English, math and reading courses. Please bring your college transcripts to the Admissions and Records Office (Student Services Building 9B).” This would remove 2 current messages that informed the student that they didn’t have to continue to complete the AQ. The recommendation would be to allow the students to continue to answer the high school (regular) questions.</p> <p>Recommendation 49: Adding how to request eligibility for Math 140, 160, 180 by contacting the math department.</p> <p>Add link to course overview for math at end of math eligibility box.</p> <p>Add “Closed Fridays during summer session” to the hours for the Counseling Center.</p> | <p>Approved of the recommendation to amend the language in the AQ for students who have attended “some college.”</p> <p>Approved the recommendation to add “To request eligibility for Math 140 (Calculus for Business), Math 160 (Precalculus Mathematics), or Math 180 (Calculus I), please contact the Math Department in building 61, room 1622.”</p> <p>Approved recommendations related to math advisement and counseling.</p> <p>Accreditation Standard II.C.5 Accreditation Standard II.C.7 Accreditation Standard IV.A.7</p> |
| 8.0 | AB 705 for Credit English as a Second Language (ESL) update (Audrey) | <p>Audrey reviewed a document that related to Education Code, Title 5, and Chancellor’s Office advisories related to the placement of English Language Learners (ELLs).</p> <p>Francisco shared that he has a document updating the ESL placement instrument from Cuyamaca/Irvine Valley that we are piloting at Mt. SAC. Elizabeth Casian has reported that our results have not been that successful. Students are asked to rate themselves on their language abilities and appear to be placing themselves lower than anticipated. Concern about whether this methodology was appropriate for ESL students.</p> | <p>Agendize for further review in the Spring 2020 semester.</p> <p>Accreditation Standard II.C.7 Accreditation Standard IV.A.5</p> |



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| | | <p>We have not yet received any results from the surveys collected from fall 2019.</p> <p>We will need to develop our credit ESL placement process to be implemented and submitted by July 2020.</p> | |
| 9.0 | Future Presentations/discussions | | |
| | AP/BP 5030 – Fees (Francisco to present in the Spring) <i>Suggested changes related to fees and dual enrollment students</i> | | |
| | AP 5520 – Student Discipline Procedures (Andi & Koji to present at a future date in the Spring) | | |
| | BP 5140 – Students w/ Disabilities (currently being revised by Grace Hanson; to present at a future date in Spring) | | |
| | Review concerns in using OnBase – IT representative who oversees OnBase to attend a SP&S Council meeting to review how the system works (Spring) | | |
| | CIRP Survey Presentation | | |
| | Subcommittee for Administrative Procedures & Board Policies (ongoing) | | |
| | Next meeting dates: March 2, March 16, April 6, April 20, May 4, May 18, June 1 | | |