

Student Success & Equity Meeting–Minutes for 9/07/17

Membership Attendance

MSC – Robert Gutierrez, Takeo Kubo,

Faculty – Heather Jellison, Fabio Gonzalez

Classified – Patricia Romero, Xiomara Martinez,

Student –

Guest- Michael Berke, Eliazer Ayala, Cowart, Cemone, Vanessa Muniz, Edina Rutland

1. **Welcome/Introductions**
2. **Approval of Agenda** : Discussion/Action
Approved Agenda – Motioned: Heather Jellison / 2nd Takeo Kubo
3. **Approval of Minutes:**
Approved Minutes – Motioned: Takeo Kubo / 2nd Heather Jellison
4. **Information Items:**

a. **Review of Committee Membership**

Robert Gutierrez confirmed that the senate has voted for faculty representation to be, Gayatri Pal, Heather Jellison, Rachel Hagan, and Fabio Gonzalez. Representation for classified is Xiomara Martinez and Patricia Romero. Debra Guzman and Maria Avalos have stepped down from the committee. Xiomara Martinez will e-mail CSEA to let them know that two openings are available for classified. At the moment there is no student representation. Takeo Kubo will ask Blake Balajadia to send out an e-mail to ASG (Associated Student Government) to ask if any student would like to be part of Student Success/ Equity Committee. Michael Berke suggested that faculty communicate to the students the opportunities they have to be part of a committee. Heather Jellison will forward a short invitation if approved, to the Communication Studies department to invite students. Representation for MSC (Manager Supervisor Confidential) will be, Takeo Kubo, Blake Balajadia, Robert Gutierrez and Joyce Lui.

b. **2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program**

Robert Gutierrez asked if any of the committee members knew of any discussion that took place last spring 2017 regarding the Integrated Plan and the dead line in December 2017. Takeo Kubo mentioned that there was a consultant hired to gather information from the committee members to give out information regarding the different type of work that is done for SSSP (Student Success and Support Program) and Equity. The consultant was going to write

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something up and have it as part of the report. Robert Gutierrez will review with Fabio Gonzalez and Eliazer Ayala and report back to the committee.

Edina Rutland asked how SAS (Student Accessibility Services) can be part of the student equity resources. Fabio Gonzalez explained that she would have to write a proposal, do a presentation of what she is requesting, and submit it to the committee.

Robert Gutierrez communicated that the California Chancellors office is moving to an intergrade the plans. This will include BSI (Basic Skills Initiative), Equity and SSSP (Student Success and Support Program). These used to be categorized as separate funding's, but this year they will be part of one report.

The 2017-2019 is a two year Integrated plan that is due December 15th. Darla Clavel was hired as a consultant to take care of the bulk of the report. She has put together planning tools for the committee, and Robert Gutierrez is in charge of meeting the deadline that is December 15, 2017. Robert Gutierrez went over the chart with the committee. The committee's task is to intergrade 3 goals and identify them from 2015/2016. Darla Clavel has already prepared the chart for the committee. Once the committee agrees on the goals they will be the ones for 2017/2019.

c. Self-Evaluation of Key Performance Indicators

Xiomara Martinez informed that the committee filled out a self-evaluation form back in May and submitted it to Maria Avalos. Robert Gutierrez is going to look into how much has been completed and report back to the committee.

d. Student Success Support Program: Professional Development Allocation Model

Fabio Gonzalez explained that the committee has an allocation model in place. To request for funds from Student Success/Equity they have to present a proposal, and request for the funds. After the proposal is submitted the committee will then make sure that the request is part of Student Success/Equity. The members will then discuss, vote and if denied suggest other options. Fabio Gonzalez also mentioned that the committee has discussed about how the they would like the people that get approved to return to report out how the funds were used and how it was helpful.

e. HBCU Fall Tour

Based on the minutes from Spring, Roland Montemayor wants to start the process to pay for the HBCU Fall Tour. Robert Gutierrez will ask Roland

Meetings: Sept 21, Oct 5, Oct 19, Nov 2, Nov 16, and Dec 7,

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Montemayor for a proposal and budget. The committee will discuss vote on the next meeting.

5. Action Item:

- a. Planning Timeline for 2017-19 Integrated Plan: Basic Skills, Student, Equity, and Student Success and Support Program.
 - Action Item postpone to next meeting.