

Student Success Committee (SCC)
Oct. 2, 2014
Meeting Minutes

Attendees:

MSC	Faculty	Classified
<ul style="list-style-type: none"> • Blake Balajadia • Elaine Burns • Takeo Kubo • Roland Montemayor 	<ul style="list-style-type: none"> • Fabio Gonzalez • Jennifer Nestojko • Priscilla Santos 	<ul style="list-style-type: none"> • Xiomara Martinez

- I. Welcome- Call to Order (Elaine)

- II. Career Exploration Fair
 - a. Dr. Burns reported that SJCC participated in a Career Exploration fair today with about 500 kids from Sherman Oaks & Luther Burbank schools. Children that visited were between 4th-8th grade. Teachers were giving positive feedback of the event. Evaluations will be sent out to the teachers.

- III. Committee Charge
 - a. Charge was sent to everyone with the proposed changes from Fabio.
 - b. Committee agreed to accept the changes. The new draft will be sent out for final approval.

- IV. Student Equity Plan
 - a. Fabio attended the Student Equity conference. One of the questions was: what should be on the plan and what should not? Outcome: What is justifiable should be included. We should be looking at how we are going to impact the college or expand programs that work. We should be cautious when using the money to fund personnel salaries because this funding may be cut in the future.
 - b. Copies of the handouts will be given in the next meeting. They want us to concern ourselves with what we are planning to do with the data that is available to us.
 - c. Elaine and Takeo are working on report that will be brought to the next meeting. Takeo asked if they gave a template. Fabio stated they gave a matrix but they are looking more for action items.
 - d. Takeo suggested we use the money for professional development. Fabio stated we need to have an objective as a college. We need to identify our population and plan accordingly. Jennifer wants to know what plans do we have to help in the classroom.

- e. The Early Alert system was bought up as a tool we could use. Jennifer stated we need to teach faculty, especially the adjunct faculty, how to use the tool. Elaine suggested we create online tutorials on how to use Early Alert. Takeo stated there has been no push for it lately and not much has changed. We would need no additional software; the tool is available thru Datatel. Problem is that it is only available in the first 4 weeks of the semester and most of the help is needed during midterms. Roland will research where the alert is sent to (possibly counseling). We can see if the alert is available to go out every 4 weeks throughout the semester and include both positive and negative alerts. Fabio suggested that we can acknowledge faculty that participate and set as a goal to increase the number of participants every semester. Cohorts need to be flagged so alerts can go to them as well. This can be part of our plan and use the money to hire hourly employees to start the program. We need to work with ITSS to start and promote the program. Takeo will work with David and look at the program so we can start planning staff development.

V. Student Success and Support Program Plan

- a. Report draft handed out. Any changes that need to be done must be sent to Roland by Tuesday (10/7). Roland will be taking the report to the Academic Senate. What we discussed early about the Early Alert Program will be added to page 14. Send edits to Roland only, he will be adding based on various groups input.
- b. Budget that is included in the report lists mostly existing positions. Hourlies will be helping with the transition to electronic educational plans.
- c. Professional development will complement our current efforts. The report will also have input from the academic deans and the BSI. Initially there were new positions in mind but the funding will go down and there is no guarantee that it will come back. Roland will send out the information from Chancellors Office (link with the Equity 101 presentation).