GCCCD STUDENT SUCCESS COMMITTEE MEETING

Thursday, February 20, 2014
Cuyamaca College
Business & Technology, E-106

Present:

Scott Thayer, VP Student Services-CC (Co-Chair)
Victor DeVore, Supervisor, Admissions & Records-CC
Marsha Gable, Dean of Counseling Services-CC
Howard Irvin, Interim Dean, Counseling-GC
Nicole Jones, Chair, Counseling-CC
Kristi Kluka, Chair, Counseling-GC
Brian Nath, Technology Services-District
Mike Reese, Dean, Math, Natural & Exercise Sciences-GC
Katrina VanderWoude, VP Academic Affairs-GC
Gwen Nix, Recorder-CC

S. Thayer called the meeting to order 2:15pm.
For the first meeting of the New Year, introductions were made.
S. Thayer thanked everyone for the work that has been done regarding the new student success and support program mandates. Presentations on the each of the college's progresses have been made during the joint Academic Senate meeting and as a pre-board workshop last year.

1. SARS early alert update
S. Thayer reported that progress is being made in implementing the SARS early alert program. He noted that this could go as a pilot program at each school in the coming year.

2. Student Success and Support Program Update
    a. Student Equity Plan
S. Thayer announced that each college should have a Student Equity Plan in place by the next fall semester. A draft of a student equity plan is posted on the State Chancellor's website, along with a template for colleges to develop their own individualized plan. The student equity plan will influence the distribution of the 25% flexibility in funding of the $100m set aside in the Governor's tentative state budget. S. Thayer distributed a handout on the student equity plant fact sheet, dated January 2014, that came from the State Chancellor's office.

S. Thayer stressed that each college should have a student equity plan in place, and that the plan be easily assessable. He noted that Cuyamaca College's plan needs to be updated and posted on the college internet. There were questions regarding a district-wide student equity plan, but it was agreed that each plan needs to be specific to each college with its unique needs. S. Thayer noted that each college can use the plan posted on the State Chancellor's website as a model. He also expressed his desire and the importance of each college having its

own student equity plan in completed by the spring. Indicators are showing that the legislature wants to give colleges money, but need to have a plan to show that student success plans are being implemented and in place.

3. Developing the Comprehensive Student Education Plan (SEP)
a. Methodology
b. Timeline

S. Thayer noted that the district is working to establish comprehensive student education plans for students. While Cynosure can create a one-year plan, both colleges are looking to the development of long term plans. K. Kluka raised the question as to what is considered a comprehensive plan. It was noted that most administrators think that it is a 6-semester plan. K. Kluka had a copy of the Board Policy that addresses a comprehensive plan. She noted that at Grossmont College, the counselors are pushing for the Web Portal, which will have the student's information for what they need for classes, and has a tracking system in order to track their progress. She said that new software has been talked about, but no GC counselling staff has been approached about which software could be used. V. DeVore informed the committee that he will be attending a meeting in early March to look at software possibilities for developing comprehensive education planning tools, including education planning and advising tools. He will report back to the committee what was discussed at the meeting.

There was agreement that there needs to be a clear determination as to what the State considers a comprehensive education plan, and while State guideline states a 2-semester plan, it was agreed that education plans should include every class that the student should take, and allow the student to create their own schedule. There was also agreement that counseling staff should have the ability to use their professional judgment in assisting a student in creating a comprehensive education plan in order to assist the student in moving forward in their educational goals.

4. Next Steps – College Student Success Plans

There was agreement among committee members that each college needs to identify dates and goals and see where all the parts fit in together in developing their individual student success plans. B. Nath commented that he would like to see the Work Group that came from this committee last year, to plan a time to get together so that all the goals are defined and what each college is trying to achieve. B. Nath noted that it is possible to populate data elements now (by summer 2014) for funding in 2015, but needs clarification as to the priorities for the mandate. B. Nath also informed the committee that his department will be hiring additional help to assist with their project.

5. BPA schedule and attendees (B. Nath)

B. Nath announced that a Business Process Analysis (BPA) can be scheduled and attendees should include people from student services departments who would work together to develop a list of priorities that need to be established to meet the student success mandates deadline. Dates proposed for the BPA were announced as March 31, April 1, and April 2. The departments that should be involved in this process are: Admissions & Records, Financial Aid &

Scholarships, Counseling, Advising, EOPS/CalWORKs/DPSP, Foster Youth, VPSS, Veterans, and Institutional Technology.

There was a question about including faculty, especially those working with Basic Skills, and it was agreed that the request should go through the Academic Senate. An early alert program/system was proposed about 4 years ago, but was not well received by faculty, and therefore was not continued.

B. Nath noted that DARS already has an education plan component now that is not being used. The other planning parts of DARS are still turned off until goals have been identified.

It was suggested/recommend that both college's Student Services Council meet together for the BPA.

6. **Working Group Membership (B. Nath)**
     a. Schedule first meeting next week
     b. Agenda
B. Nath wants to reaffirm the work group that was set at one of the last meetings last year. The goals of the task force will be to: identify data elements; reaffirm PBA dates; where data is being pulled from; and prioritize data collection elements. Those on the work group will include Brian Nath, Scott Thayer, Victor DeVore, Kristi Kluka, Nicole Jones, Chris Tarman, Chris Hill, Howard Irvin, and Sherri Willis.

It was agreed that the work group will meet following the Extended Cabinet meeting on Monday, February 24th, from 10:00 to 11:30. Katrina volunteered to reserve the college conference room at Grossmont College.

B. Nath will report to DCEC on Monday afternoon regarding some of the task force discussions.

S. Thayer adjourned the meeting at 3:25pm.

Next meeting:
Thursday, March 20, 2014
2:00-3:30pm
Grossmont College
College Conference Room