

GCCCD STUDENT SUCCESS COMMITTEE MEETING

Thursday, July 17, 2014
Video Conference

MEMBERSHIP	Scott Thayer, VPSS, CC (co-chair)	Peter White, Interim VPSS, GC (co-chair)
	Wei Zhou, VPI, CC	Katrina VanderWoude, VPAA, GC - absent
	Marsha Gable, Dean, Counseling, CC	Martha Clavelle, Dean, Counseling, GC - absent
	Nicole Jones, Counseling Chair, CC - absent	Cruz Cerda, Counseling Chair, GC
	VACANT, Academic Dean, CC	Chris Hill, Sr. Dean, College Planning & Institutional Effectiveness, GC
	Alicia Munoz, Academic Senate President, CC - absent	Mike Reese, Academic Dean, GC - absent
	Lauren Halstead, Faculty Co-Chair, Basic Skills Committee, CC - absent	Sue Gonda, Academic Senate President, GC - absent
	Victor DeVore, Supervisor, Admissions & Records, CC	Steve Baker, Faculty Co-Chair, Student Success Committee, GC
	Chris Tarman, Senior Dean, RPIE, District	Aaron Starck, Interim Dean, A&R/Financial Aid, GC
	Emily Smith, Consultant, Information Systems - absent	Brian Nath, Senior Director, Information Systems, District
	Courtney Williams – for Marsha Gable	Jeff Lehman – for Sue Gonda
	Donna Hajj –for Nicole Jones	Mary Eden, Interim Supervising, Counseling, GC
RECORDER	Gwen Nix	

VP Thayer reminded committee members that the minutes from the May and June meetings were distributed via email. If there are any changes, please pass them along with VP Thayer.

1. BP/AP student success draft

Copies of BP/AP 2755 on Student Success were distributed to committee members for their review and discussion. There was agreement that the BP, being more “generic talk”, could stand as written.

It was noted that the AP is currently written around what the Board would do. It also commits the college to reflecting the 3SP focus in future mission statements, as well how 3SP will be implemented. With AP 2755, it was noted that each of the colleges would need to establish staff development programs and incentives to train people in application of the plan(s).

There were questions as to whether the district has the technology resources to carry out the goals presented. It was also noted that a Counselor Committee to support the AP could be established, as well as developing outreach partnerships.

Tarman noted that at most Board workshops, as well as understanding the priorities of the Board related to student success, that the title of the AP should include “student success, access, and student equity”.

DeVore also made note that the AP should align to the student recommendation mentioned in the student initiatives from the State.

2. Student Success Taskforce Updates

VP White informed committee members that students can now print out an education plan from Cynosure.

There was discussion regarding making DARS more accessible to students, but there was not agreement in how that is to be done. Nath is working on making DARS more technically sound. He reported that he expects that to be done by the end of August.

White asked Nath to check on what the costs would be of increasing the capacity of the DARS system to assist counselors and evaluators in keeping records of evaluated classes. Hajj commented that if the counselors have a program list TAP, it could be more user-friendly.

In addition to costs, VP Thayer requested from Nath a timeline for establishing these new programs, services, and protocols.

The committee was informed that both colleges will be shifting over to CCC Apply by Fall 2015. The program should go into effect before July 2015. The district has received a \$0 cost MOU.

It was noted that the use of SARS, eSARS and SARAlert needs to have a more extensive discussion within the counseling departments as to whether it's a good idea or not in allowing students to make counseling appointments online themselves rather than phone in for an appointment. Nath offered to contact other schools as to how they conduct counseling appointments.

3. SSSP/Student Equity Update

Hill asked if there was a way to develop one joint document that could capture the elements of both plans, creating a comparative document of both colleges.

Thayer informed committee members that an executive summary will be created for both colleges' plans that will utilize the same data.

Tarman also informed committee members that discussions have already taken place within DSP&BC regarding the plans. Both colleges can coordinate what the summary could look like in a joint presentation.

Thayer noted that the presentation for both colleges' plans should have the same plan, format and sequence. It was recommended that a meeting be set sometime during the first part of August to prepare for the presentation. The joint document can then be presented at the August meeting of the DSP&BC. Tarman will send out an email suggesting dates for a meeting. Hill suggested just presenting the 3SP, and wait for a later date for the equity plan.

4. BPA Update (Residency)

Thayer reported that the BPA was resent to everyone that participated in the BPA and to committee members. He reported that he, along with Peter White, met with the A&R Supervisors to discuss aligning communications that come from the Admissions and Records offices. Starch reported that each college is putting together copies of the emails that are sent from their offices to compare the language and the messages being communicated to students. He and Victor DeVore will review and compare the emails messages. They will then make recommendations as to which email message to keep unique to their respective colleges and when one to standardize the language. There will also be discussions as to which emails to automate.

DeVore reported that the automation will be delayed until CCC Apply is in effect. They will continue to work on the language for the common emails. He reported that approximately 80% of emails sent to students will be automated; individual emails will be sent in special circumstances.

White requested that copies of the emails be presented to the committee at the August 7 meeting.

Hill inquired as to whether there was a workflow of tasks. Thayer responded that most of the workflow has been coming through the Taskforce meeting since most is technology based.

Thayer adjourned the meeting at 2:58pm.