



**STUDENT SUCCESS COMMITTEE**

Thursday, November 19, 2015  
Video Conference Meeting

**MINUTES**

<b>MEMBERSHIP</b>	<b>Scott Thayer, VPSS, CC (co-chair)</b>	<b>Marsha Gable, Interim VPSS, GC (co-chair)</b>
	Wei Zhou, VPI, CC - absent	Katrina VanderWoude, VPAA, GC - absent
	Nicole Jones, Interim Dean, Counseling, CC	Martha Clavelle, Dean, Counseling, GC - absent
	Jesus Miranda, Interim Counseling Chair, CC - absent	Renee Tuller, Counseling Chair, GC
	Alicia Munoz, Academic Senate President, CC -- absent	Chris Hill, Senior Dean, College Planning & Institutional Effectiveness, GC -- absent
	VACANT, Director, Admissions & Records, CC	Wayne Branker, Supervisor, Admissions & Records, GC
	VACANT, Academic Dean, CC	Mike Reese, Academic Dean, GC -- absent
	Jessica Yakou, Student Success Coordinator, CC	Tate Horvitz, Academic Senate President, GC
	Chris Tarman, Senior Dean, RPIE, District	Susan Schultz, Faculty, GC - absent
	Brian Nath, Senior Director, Information Systems, District	Aaron Starck, Dean, A&R/Financial Aid, GC -- absent
	Lida Rafia, Associate Dean, Student Success and Equity, GC	Natalie Ray, High School/CTE Partnerships Program Director, GC
	Mary Eden, Counseling, GC	Dave Dillon, Counseling Faculty, GC
	<b>RECORDER</b>	Gwen Nix, CC

Guests: Tacey Hosley, Counselor, GC and Donna Hajj, Counselor, CC

**1. Enrollment Management / Outreach**

Scott informed committee members that he will continue to work at coordinating a group meeting of those that are involved with outreach from both colleges. Would like to meet together in mid-December is discuss district-wide outreach efforts.

**2. Outreach Coordination**

Scott announced that outreach efforts will be heightened as information regarding the Higher Edge scholarship becomes more available. He will be working with those involved efforts in scheduling a meeting together is deliver a unified message in conjunction with the East County Alliance work. The Alliance is looking to broaden their message within the GUHSD the week of February 1 and the weed of February 23. Scott stressed the need to have multiple teams available to go out and promote the scholarship.

### **3. EPI Webinar Follow Up (Dillon)**

Dave provided a report on the recent EPI Webinar, which outlined the current status of a number of projects including education planning software, student web portal, and an early alert system. While the projects are not yet fully completed, Dave reported that they all look really good. He reported that Phase 2 will begin in early 2016. He encouraged committee members to keep these new programs and services on the forefront, and would like continued discussions regarding updated education planning software and the development of a student web portal.

Donna, who also participated in the Webinar, suggested the district could participate in Phase 2 of the project. Several schools in the area are involved with Phase 1. It was also reported that there is no cost to the colleges as they enter into year 2 of the 5-year grant.

Brian reported that he would like to see more IT personnel hired using SSSP funds to support these new programs and software.

***Action: Dave will have a phone conversation with Donna and Brian regarding new software implementation.***

### **4. District Alignment (Dillon)**

Dave reported that from observations, there are challenges based on courses at Grossmont and Cuyamaca Colleges that don't line up. He also expressed concerns that Assessment exemptions also don't completely align with both colleges. He also noted differences in course summaries and course descriptions which can, and have, caused some confusion for students wishing to attend both colleges. He expressed concern that this would serve as a barrier to student success.

It was reported that there will be a discussion in DCEC on alignment, especially with regards to Cuyamaca College's plan related on Basic Skills 88 and 90. The proposed changes at Cuyamaca College could cause confusion for the students moving between both campuses. Scott noted that such issues are becoming more instructional focused. Tacey reported that math faculty from both colleges have met together to discuss this issue, and while new courses will be added the Cuyamaca College, Grossmont faculty were not opposed to the process.

Scott stressed the importance of keeping the focus on what is best for the students and student success. Nicole added that the math department plans to run the courses in the fall, and assessment is also completed during the fall. When there is a lack of alignment, it creates a lot of manual processing for adjustments. Chris also noted that the misalignment could also create issues for the degree audit process, and if there is a change in assessment, it would also warrant another validation study.

Scott concluded that more discussion on this issues will take place in DCEC. From there, the next steps can be planned.

***Action: Dave will email Gwen Nix a document outlining the discrepancies that will be forwarded to all committee members.***

***Action: Brian asked Nicole to send him what her observations are on the alignment issues, especially with regards to the math alignment.***

### **5. Business Analyst Position (Dillon)**

Dave noted that the Business Analyst position was also a topic of discussion at ATAC this morning. He informed committee members that no candidates were forwarded after the position opened and was extended. Brian reported that there were some discussions regarding the salary, that it may be too low to attract qualified candidates. While the position is a priority for both colleges, some expressed concerns that the job description may not fit for what is being requested of the position. Donna reported that at ATAC, it was suggested the members of the hiring committee and additional staff, such as the Counseling Deans and Vice Presidents of Student Services, come together to discuss the job description and the specifics of the job. There are also questions regarding who the person in this position would report to.

Brian informed committee members that he will be meeting with Chancellor Miles and Tim Corcoran in HR to discuss the situation with the current job description and salary parameters. Brian noted that those that had applied for the position did not have any student services background. He also thinks that if the salary was higher it would create a greater pool of candidates.

***Action: Brian will inform Chancellor Miles and Tim Corcoran of the urgency of moving the position forward, and the possibility of re-writing the job description and/or increasing its salary range. He will report back to the Vice Presidents of Student Services and the Deans of Counseling.***

There was also discussion of the best ways to promote the job opportunity beyond what is currently done. One suggestion was a web announcement similar to how the college presidency positions have been advertised.

Marsha requested looking over the job description to include more student services language. Also to have a Counseling Dean and the Vice President of Student Services review the job description.

### **6. Student Equity / SSSP Plan Updates**

Scott informed committee members that the SSSP Plan updates are due to the State Chancellor's office on Friday, November 20, 2015. While the SSSP Plan update does not need Board approval, the Equity Plan updates will be submitted to the Board during their December 8 meeting for review and approval. The Equity Plan is due to the State Chancellor's office later in December.

Marsha reported that Grossmont College's SSSP update is complete. It will be signed off and submitted by tomorrow's deadline.

## **7. Student Services Technology Taskforce Update (Nath)**

- **DARS for Students**

Brian reported that he is currently working with the vendor to get student authentication working in the project. Once it is working in the test environment, it will shift to production. Once established, it was agreed that a soft roll out will be done by posting the link and see if people will find it on their own. Brian asked for staff to be available to view the project once established. Scott informed committee members that he would be able to get Cuyamaca staff involved to view the authentication process.

Brian also reported that online evaluations were discussed at DCEC, but no action was taken.

The meeting was adjourned at 3:15 p.m.