

# Student Success Council

## Meeting Notes

|  |  |   |                   |
|--|--|---|-------------------|
| <b>NAME OF COUNCIL/TEAM:</b> Student Success Council   |  |   |                   |
| <b>OBJECTIVE OF MEETING:</b> Update Project Team Work Introduce ELSS Report Back on SSC Recommendations to ELT   |  |   |                   |
| <b>DATE:</b> 09/18/2018<br><b>TIME:</b> 1:00pm   |  | <b>LOCATION/ROOM #:</b> Submarine Conference Room<br><b>CALL-IN NUMBER:</b><br><b>CALL-IN CODE:</b>   |                   |
| <b>FACILITATOR(S):</b> Lisa Aguilera Lawrenson and Tressa Tabares  |  |   |                   |
| <b>TIMEKEEPER:</b>   |  |   |                   |
| <b>ASSISTANT:</b> Teresa Wigner  |  |   |                   |
| <b>MEMBERS PRESENT:</b> Pamela Chao, Adam Karp, Hironobu Kobayashi, Lisa Lawrenson, Tressa Tabares, Kate Williamson, Roderic Agbunag, Susan Andre, Heidi Bennett, Jennifer Laflam, Nicole Moise, Robin Neal, Christopher Olson, Sonia Ortiz-Mercado, Gladis Sanchez Pantoja, Teresa Wigner |  |   |                   |
| <b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>   |  |   |                   |
|  |  |   |                   |
| <b>UPDATES AND BRIEF REPORTS:</b>  |  |   |                   |
| <b>Topic</b>   | <b>Person(s) Responsible</b>               | <b>Notes</b>  |                   |
| Executive Leadership Team Update   | Lisa Aguilera Lawrenson and Tressa Tabares | The Recommendations from the SSC to the Executive Leadership Team were discussed. RECOMMENDATION #1: The SSC action charter was approved. Recommendation #2: The FYE Resource Group will proceed but the SSC will determine deliverables and membership (without need for ELT approval). Operation Council Update: The new Way Finding Team will be a subcommittee of the operations council. ELSS Update: Dyne Eifertsen, Music faculty, is co-chair for ELSS project serving on D.O. Team. Kevyn Montano and Anthony Giusti serve on this team as well.   |                   |
| Report back on SSC Recommendations to ELT  | Lisa Aguilera Lawrenson and Tressa Tabares | See handout #1. The SSC recommendations to ELT were discussed. ELT said that SSC could appoint the Resource Group and determine the membership of that group. Members should represent the following perspectives: Counseling/Articulation, Curriculum, Research, Pathways, Umoja, Puente, Journey/TRIO Equity Programs and Pathways, BSI (department chairs for English, Mathematics, and ESL will be contacted), Instructional Administrator who understands resource allocation and FTE. The committee directive was for the Resource Group to meet with the leads of IPASS and Start Right. List of progress, premilinary appointments and deliberables for next meeting. Charter was approved in notes on 9/18/2018 SSC Meeting. Researchers will be invited to meetings as needed to protect their work load. Other changes in membership will be implemented for next meeting. |                   |
| Achieve Update   | Robin Neal                                 | Achieve at ARC met and debriefed the ACHIEVE process so they can improve the process for future students. There are 1,500 students in Achieve right now; they had a great experience.   |                   |
| Clarify Program Paths Update   | Lisa Aguilera Lawrenson and Tressa Tabares | Clarify Program Paths Update: Bill Simpson submitted a written report that twenty new program maps were implemented and departments are eager to have maps created. Bill Simpson updated the manufacturing and transportation areas of interest and put together top 10 programs for all areas of interests.  |                   |
| <b>ACTION ITEMS:</b>   |  |   |                   |
| <b>Question</b>  | <b>Person(s) Responsible</b>               | <b>Notes and Decision(s)</b>  | <b>Next Steps</b> |
|  |  | 0   |                   |
|  |  |   |                   |
| <b>DISCUSSION ITEMS:</b>   |  |   |                   |
| <b>Question</b>  | <b>Person(s) Responsible</b>               | <b>Notes and Next Steps</b>   |                   |
| Governance Training  | Tressa Tabares                             |   |                   |
|  |  | ELSS Project - Kale Braden, AVP of Instruction and Learning Resources talked in depth regarding   |                   |

|   |                                |  |
|---|--------------------------------|--|
| Introduction to Enterprise Level Scheduling Solution (ELSS) - 2:00 PM | Kale Braden and Dyne Eifertsen | Ad Astra software to assist for classroom space, event and meeting scheduling. The Ad Astra system hopefully ties into Ed Plan for students. A room inventory was completed last semester. Room preference rules are being determined right now, which will demonstrate how certain sections go into certain rooms. Weekly meetings on Ad Astra with district office . An Ad Astra Presentation will occur in Room 512 on 9/28 time 1:00-3:00pm and Demos will occur in October. This system does not put classes in the system, the system makes recommendations that will need evaluation by faculty and administrators. |
| Basecamp  | Tressa Tabares                 | Tressa spoke on Implementation of Basecamp. She asked for any feed back about posting notes, agendas, sharing of documents. Kate Williamson says IGOR is helpful and informative. Base Camp can be used internally and only for groups that are using it not for public viewing. Agendas, notes, and documents in IGOR are available to the public once published.   |

ITEMS FOR FUTURE CONSIDERATION:

| Topic | Contact Person |
|-------|----------------|
|       |                |
|       |                |