Student Success Council

Meeting Notes

NAME OF COUNCIL/TEAM: Student Success Council	
OBJECTIVE OF MEETING: Finalize Revised Student Success Council Charter Provide Overview for Student Success Council for 18-19 Academic Year Finalize Next Steps for FYE Course/Experience Introduce Basecamp	
DATE: 09/04/2018 **TIME:** 1:00pm	**LOCATION/ROOM #:** Administrative Conference Room **CALL-IN NUMBER:** **CALL-IN CODE:**
FACILITATOR(S): Lisa Aguilera Lawrenson and Tressa Tabares	
TIMEKEEPER:	
ASSISTANT: Teresa Helms	
MEMBERS PRESENT: Pamela Chao, Adam Karp, Hironobu Kobayashi, Lisa Lawrenson, Yujiro Shimizu, Tressa Tabares, Kate Williamson, Derrick Booth, Jennifer Laflam, Nicole Moise, Christopher Olson, Sonia Ortiz-Mercado, Gladis Sanchez Pantoja, Teresa Wigner	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Executive Leadership Team Update"""""	Lisa Aguilera Lawrenson and TressaTabares	ELT Update - Top Tier of governance structure recommendations go to President Thomas Greene for accountability and decisions. Student Success Council takes all recommendations to President Greene. One year of governance is now completed. SSC and our project teams started without a charter and deliverables which were needed in order to know what work was being asked of the project team. Current and old charters for councils were discussed. There was a six hour retreat looking at what work was produced the first year and what can we accomplish the second year. At the end of the 2017-18 academic year, the SSC voted to support the IPASS, Start Right and Clarify Program Paths proposals. It was agreed by the ELT at the recent retreat that all teams need better communication, training and clear charters. Please access IGOR for recent agendas, documents and notes of meetings.
Start Right, IPASS, Clarify Program Paths - Status of Teams and Next Steps """"	Lisa Aguilera Lawrenson	The student success strategies recommended in the Start Right and IPASS reports are now being incorporated into the Achieve program. Clarify Program Paths will continue working with the Student Success Council with its updated charter to continue their work. The SSC Project Teams for the 2018-19 academic year are: ARC Online 2.0, ELSS, Educational Master Plan, and Enrollment Management. ARC On-line 2.0 is led by Marsha Reske. Clarify Program Paths will be led by Bill Simpson, and ELSS will be led by Kale Braden. Tressa and Lisa met previously to discuss the The Original Charter for SSC. They determined the charter needed clarification and changes were needed for the council membership. Consensus was reached that the revisions to the SSC charter should move forward to ELT once Kate confirms with the Academic Senate Officers.
Achieve Program"""	Sonia Ortiz Mercado	Sonia Ortiz Mercado presented updates on Achieve ARC. See attached douments

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Council Charter Draft Approval-Move Forward to ELT?	Lisa Aguilera Lawrenson		Recommendation #1: To approve the changes in the revised charter for the SCC (see attached) Thumbs up from everyone we will move forward to ELT once Kate confirms with the Academic Senate officers.
Design of			Recommendation #2: To appoint a resource team to research 3-5 approaches of how other community colleges have proceeded in implementing their FYE programs and how they designed their first year experience programs. A literature review on first year experience programs with a focus on equity is also recommended. The SSC recommends that the resource team appointments include faculty with expertise in: * Learning communities (TRIO, PUENTE, UMOJA, etc.)

Course - FYE Model Next Steps to ELT	Lisa Aguilera Lawrenson		* Curriculum expertise (Pathways, articulation) * Basic skills instruction * Equity as well as an administrator with expertise in: * Operationalizing FTE and colleges resources. The resource team should include clear deliverables. The goal is to provide the SCC with information needed to make a decision with regard to how to proceed with FYE. Consensus was reached to move this recommendation forward to ELT.

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Review Changes to Student Success Council Charter	Lisa Aguilera Lawrenson and Tressa Tabares	Approved thumbs up from everyone. Will move forward to ELT.
Start Right and IPASS: Follow Up on Final Reports and Implementation Steps	Lisa Aguilera Lawrenson	Reviewed Start Right report recommendation on FYE. Discussed FYE and created a recommendation to send forward to ELT based on the Start Right report.
New Project Teams	Lisa Aguilera Lawrenson	Went over the leadership and general focus of the new project teams under Student Success Council.
Student Equity and Achievement Program (SEA)	Lisa Aguilera Lawrenson	There needs to be a strong focus on the integration of SSSP, BSI, and Student Equity. Those programs will be integrated and known as Student Equity and Achievement Program (SEA). Funding will be different. In order to balance budgets for the 2018-19 academic year, expenditures were moved from the Student Equity Plan budget into the Basic Skills Initiative budget. More discussion of integrated budgets will be needed in the future.
Design of Course - FYE Models Next Steps	Lisa Aguilera Lawrenson	Recommend that a resource team on FYE be created. Suggestions sent to ELT. A literature review, focus on equity, and leaning community expertise was recommended.

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person

OTHER INFORMATION: Next Student Success Meeting will be held on Tuesday, September 18th from 1:00-3:00 in the Submarine Conference Room.