Student Success Council

Meeting Notes

NAME OF COUNCIL/TEAM: Student Success Council	
OBJECTIVE OF MEETING: Provide overview of Student Success Council for Academic Year	
DATE: 09/01/2020 **TIME:** 1:00pm	**LOCATION/ROOM #:** Zoom **CALL-IN NUMBER:**https://cccconfer.zoom.us/j/99467251793 **CALL-IN CODE:** +1 669 900 6833 (US Toll), meeting ID: 994 6725 1793
FACILITATOR(S): Frank Kobayashi, Sarah Lehmann	
TIMEKEEPER:	
ASSISTANT: Beth Madigan	
MEMBERS PRESENT: Roderic Agbunag, Pamela Chao, Carina Hoffpauir, Adam Karp, Hironobu Kobayashi, Sarah Lehmann, Adam Windham, Susan Andre, Raquel Arata, Kennedy Galvez, Jennifer Laflam, Beth Madigan, Jeffrey Stephenson, Vicki Alonso, Nisha Beckhorn	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Enrollment update	Frank Kobayashi	Chair indicated that Fall 2020 is a "soft" semester for enrollment via the metrics due to students taking less units due to COVID, reduction in courses offered, and remote learning. Enrollment at ARC is down by 10% which reflects the 12% budget cuts for Fall 2020. District is down almost 8% overall. These metrics align with statewide metrics which show a 5 - 10% dip in Fall enrollment.
Impossible to convert class update	Frank Kobayashi	Chair reports that 6 programs were able to start in-person including: Nursing, CNA, Funeral Services, EMT Paramedics, Respiratory Care and critical Public Safety. Impossible to convert classes refer to those from Spring 2020 that could not continue due to COVID restrictions including culinary arts/hospitality, welding, automotive to name a few. Safety measures have been implemented for cases in which exposure to COVID occurs. These measures include suspending instruction for 14 days.
HomeBase Update	Jeff Stephenson & Frank Kobayashi	HomeBase Student Personnel Assistant (SPA) coaches were hired and began taking student appointments on August 31, 2020. Starting with a kick off attended by 300, the HomeBase program is operational although the SPAs must use a manual process to upload 50 students at a time into a Canvas shell.
Starfish Update	Jeff Stephenson	Starfish is an early alert system to assist faculty and students assess class progress. This program is just being launched, and Leads are working with faculty to flag students who need assistance. Starfish training through the Center for Teaching & Learning is being offered now.
Professional Development Update	Jen LaFlam & Pam Chao	Professional development programming is being offered through the Center for Teaching & Learning which now is under the Office of Equity & Inclusion. Starting with foundational trainings to assist Disadvantaged Impacted (DI) students, sessions are formatted for both one time trainings as well as multiple sessions for groups to work together over time. Two series are being offered currently: the Equity Action Institute is wrapping up 4 years this semester and an 8 part series called Diversity in the Classroom (Reaching & Learning Institute) kicks off this week.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
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DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Student Success Council Calendar - review and discuss	Frank Kobayashi & Sarah Lehmann	A calendar was proposed to address critical issues pertinent to the Student Success Council such as Accreditation, Math, English & DI metrics, workforce development, and AB 705 Updates.

New Project Teams (DI=LGBTQIA+ and DI-API) Discuss kick off meeting, functions, charters, and training	Frank Kobayashi & Sarah Lehmann	Two new Project Team Charters for 2020-2021 were reviewed for DI-LGBTQIA+ and DI-API and there was consensus to move both Charter forward to the Executive Leadership Team (ELT) for review and approval. Team Progress Reports would be due in March 2021.
Remote support - what kinds of remote support do students, staff, and faculty need to be more effective?	Frank Kobayashi & Pam Chao	Discussion regarding remote support included: 1) data collection from students, staff and faculty through District generated surveys; 2) access to textbooks through various means such as unlimited user licenses; 3) creating a rapid response IT team, and 4) an online document system for electronic signatures such as Adobe Sign versus fillable forms.

ITEMS FOR FUTURE CONSIDERATION:

Topic	**Contact Person**
Online document system potential	Frank Kobayashi