

Student Success Council

Meeting Notes

NAME OF COUNCIL/TEAM: Student Success Council			
OBJECTIVE OF MEETING: Discuss formation of an employee retention resource panel; discuss test security in an online environment.			
DATE: 10/20/2020 TIME: 1:00pm		LOCATION/ROOM #: Zoom CALL-IN NUMBER: https://cccconfer.zoom.us/j/99467251793 CALL-IN CODE:	
FACILITATOR(S): Frank Kobayashi, Sarah Lehmann			
TIMEKEEPER:			
ASSISTANT: Beth Madigan			
MEMBERS PRESENT: Sharon Gott, Carina Hoffpauir, Adam Karp, Frank Kobayashi, Sarah Lehmann, Adam Windham, Vicki Alonso, Susan Andre, Raquel Arata, Pamela Chao, Roderic Agbunag, Jennifer Laflam, Beth Madigan, Parrish Geary for Jeff Stephenson			
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):			
UPDATES AND BRIEF REPORTS:			
Topic	Person(s) Responsible	Notes	
Check in	Frank Kobayashi	Members checked in with personal and professional updates.	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Do we approve the creation of a Resource Panel focusing on retention for employees of color? This group will gather research, such as reviewing the literature and seeking models from other colleges. Ultimately ARC will work with HR to develop an employee retention strategy. (Also, who should lead this Resource Panel?)	Sarah Lehmann, Frank Kobayashi	0	A Resource Panel is an approved governance structure that provides additional resources to a Council such as research on a topic. Creating a new Project Team is more time consuming, requires a higher level of institutional commitment and usually has a one year deadline to complete its tasks. A Resource Panel was approved and Student Success Council Members Sarah Lehmann and Carina Hoffpauir will co-lead with assistance from Admissions Records Dean. The Panel will research other colleges' activities regarding retention of employees of color and a scan of the literature on the topic. A check in on progress will be on the November 17th Council meeting agenda with a final report due during December 15, 2020 Council meeting. The goal is to provide enough information to inform District Human Resources for their work on the topic.
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
In the remote environment, students work on exams/tests without proctoring. Folks in the math department have some concerns about test security. What ideas does the Student Success Council have for navigating test security in the remote environment?	Sarah Lehmann, Michelle Brock, Phil Smith	Guests from the Math division shared their concerns about test security with the Council. Anecdotally, 20 - 30 % of students may be cheating on math tests remotely which may be contributing to a much higher grade distribution compared to past semesters during proctored tests. Security for remote test taking may be a more troublesome issue across several instructional divisions, but especially among those with a math component such as sciences: biology, chemistry, physics, and engineering. Technology solutions were discussed such as cameras, timed exams, monitoring break out rooms, locking down screens or browsers. Issues included: students testing remotely not being prepared for in person testing; 2) can't pass tests at 4 year universities; 3) chromebooks don't have security features; 4) honor system not enough; 5) how to handle students reprimanded more than once. Next Steps: Chair will seek clarification on student discipline, ask other disciplines to weigh in on topic, and requested that the Academic Senate representative from the Council review concerns with the Senate.	
ITEMS FOR FUTURE CONSIDERATION:			

Topic	Contact Person
Resource Panel Check In regarding research on retention of employees of color	Sarah Lehmann and Carina Hoffpauir
Update on Test Security Issues	Frank Kobayashi and Carina Hoffpauir