Student Success Council

Meeting Notes

NAME OF COUNCIL/TEAM: Student Success Council	
OBJECTIVE OF MEETING: TBD	
DATE: 02/16/2021 **TIME:** 1:00pm	**LOCATION/ROOM #:** https://cccconfer.zoom.us/j/97368213245 **CALL-IN NUMBER:**+1 669 900 6833 **CALL-IN CODE:** 973 6821 3245
FACILITATOR(S): Frank Kobayashi, Sarah Lehmann	
TIMEKEEPER:	
ASSISTANT: Beth Madigan	
MEMBERS PRESENT: Roderic Agbunag, Nimo Ali, Sharon Gott, Carina Hoffpauir, Adam Karp, Frank Kobayashi, Sarah Lehmann, Adam Windham, Raquel Arata, Jennifer Laflam, Beth Madigan	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Check in: In 1 minute or less: what was the best part of your 4-day weekend?	Frank Kobayashi & Sarah Lehmann	Check in completed.
Report back from Retaining Employees of Color Resource Panel: See attached link to the executive summary and recommended actions.	Carina Hoffpauir, Sarah Lehmann	The Retaining Employees of Color Resource Panel revised the Report to condense the content, include an Executive Summary, and expand and prioritize recommendations adding accountability and responsibilities. Priority recommendations are those easily accomplished with recommendations that require District partnering such as cluster hiring designated as long-term. This revised Report went to the President's Executive Staff (PES) and during the upcoming PES Retreat the timelines and funding of these recommendations will be discussed. The Resource Panel will follow up after the Retreat.
Accreditation update	Adam Karp	The State's accreditation body ACCJC reports serious spikes in enrollment and achievement over the past 5 years. A draft of Chapter I is due for review by the Institutional Effectiveness Council (IEC) with Chapter II due to IEC next month. Los Rios's 4 colleges are the first to go through ACCJC's new accreditation process.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Are there any suggestions for changes to the notes from the previous meeting?	Sarah Lehmann	0	Notes from the previous meeting were approved by consensus with no changes.

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
A faculty member asked why DSPS doesn't tell faculty which students are DSPS students. Frank and Jeff will give us more information about this issue, and we will discuss it.	Frank Kobayashi, Jeff Stephenson	This discussion item is postponed to the March meeting to allow for the Vice President of Student Services to be present as this is under his purvue.
		The Interim Vice President of Administration agrees to head up a team to address Business Services forms and processes using equity as a foundation for revisions. Local

In previous meetings we have discussed the fact that cumbersome forms and procedures can create barriers for students, and there is a need to improve them. Koue Vang will lead a team in doing this work. How can we best structure and support this team?	Frank Kobayashi, Koue Vang	changes can be made by ARC autonomously and District changes require partnering and a longer timeline. A list of forms and processes to review will be identified and prioritized by "local" versus "district" participation. Volunteers from the Student Success Council joined the review team and deans will be identified to participate. A new consultant hired by the president may assist. The initial meeting will provide an assessment and recommendations which will be reported back to this Council at a future meeting.
Student Communication. With remote learning, students rely heavily on digital communications and the College website to get the information they need. Now that the case management-based student support model recommended by IPASS is in place (Homebases), is it time to revisit the recommendations around improving communication to students? If so, how should we move forward? According to research done by the IPASS team, there may be opportunities to improve student retention by improving communication. Please see the attached section of the IPASS report regarding student communications.	Sarah Lehmann	A previous IPASS Committee published an IPASS Report that identified recommendations for ways to improve overall student communication. The IPASS Report recommendations need to be reviewed, for potential revisions, prioritized and actionalized. The IPASS case management-based student support model has evolved into HomeBases and ACHIEVE. Discussion about how to consolidate communication to students from various sources such as District, individual departments, business services etc. needs to be refined. Next steps: 1) ask the VPSS for recommendations; 2) research the abilities of HomeBase and ACHIEVE; 3) schedule a meeting to include the VPSS team, ARC's Public Information Officer (PIO), and the VPs responsible for each area.

ITEMS FOR FUTURE CONSIDERATION:

Topic	**Contact Person**
IPASS Review of Student Communication Process	Sarah Lehmann
Business Services Forms & Processes Recommendations	Koue Vang